IQBoard Software V5.0

User Manual

Copyright(C) 2003-2011 Fuzhou Returnstar Technology Co.,Ltd.
Web: www.recoverystar.com; www.iqboard.net
Tel: 0086-591-87274373
Fax: 0086-591-87274383
E-mail: master@recoverystar.com

Statements

This manual is for IQBoard Software V5.0.

Use this product strictly according to detailed operation instruction in this manual so as to ensure proper use. Before you install this product, please read this manual carefully to save your time.

Opening the package means you have agreed to purchase this product, Returnstar will not accept returns of opened packages.

The product specification may be subject to change without prior notice. The sample pictures in this User Manual may differ from the real product.

Returnstar reserves all rights to charge the fee at anytime for product replacement, revision and update. The information in this manual is subject to regular change without prior notice. Returnstar will make no warranties with respect to this product and disclaims any warranties, whether express or implied, of merchantability and fitness for a particular purpose.

Trademark Notice

Returnstar and IQBoard are registered trademarks of Fuzhou Returnstar Technology Co.,Ltd. Windows is a registered trademark of Microsoft Corporation.

Contents

STATEMENTS 2

TRADEMARK NOTICE 2

CONTENTS 3

CHAPTER 1 PRODUCT INTRODUCTION 6

CHAPTER 2 INSTALL, UNINSTALL, REGISTER AND UPDATE 7

2.1 System Requirements 7
2.2 Install 7
2.3 Uninstall 8
2.4 Register 9
2.5 Update 11

CHAPTER 3 EXPLORE THE IQBOARD SOFTWARE INTERFACE 13

3.1 Start IQBoard Software 13
3.2 Main Window 14
3.3 Floating Tools Toolbar 16
3.4 Taskbar Icon 18

CHAPTER 4 WORKING MODES 19

4.1 Windows Mode 20
4.2 Board Mode 22
4.3 Show Mode 24
4.4 Dual-user Mode 25

CHAPTER 5 WORKING WITH IQBOARD SOFTWARE FILES 27

5.1 Create a New File 27
5.2 Open a File 27
5.3 Save a File 28
5.4 Save a File as Template 29
5.5 Encrypt a File 30
5.6 Enable Auto-save Function 31
5.7 Print a File 31
5.8 Send a File 32

CHAPTER 6 WORKING WITH PAGES 33

6.1 Insert a Page 33
6.2 Delete a Page 33
6.3 Copy/Cut/Paste a Page 33
6.4 Clone a Page 35
6.5 Clear a Page 35
6.6 Insert Page Number 36
6.7 Display a Page 36

6.8 Move a Page 37
6.9 Return a Page 37
6.10 Zoom a Page 37
6.11 Set Page Background 38
6.12 Save a Page 39
6.13 Save a Page as Template 40
6.14 Print a Page 41

CHAPTER 7 CREATING OBJECTS 41

7.1 Freehand Drawing Tools 41
7.2 Line 47
7.3 Shapes 48
7.4 Point to Point 51
7.5 Function 52
7.6 Pie Chart 55
7.7 Bar Chart 56
7.8 Table 58
7.9 Text 61
7.10 Math Tools 65
7.11 Fill 71
7.12 Formula Editor 73
7.13 Eraser 74
7.14 Insert Picture 75
7.15 Insert Flash 76
7.16 Insert Video 77

CHAPTER 8 MANIPULATING OBJECTS 78

8.1 Marquee Handles 78
8.2 Right-Click Menu 79

CHAPTER 9 OPERATION REVIEW 89

CHAPTER 10 RESOURCE PANEL 91

10.1 Page 91
10.2 Subject Tools 92
10.3 Template 92
10.4 Resource Library 93
10.5 Search Tool 96
10.6 Local 97
10.7 Courseware Making Panel 97
10.8 Add Interactive Quiz 107

CHAPTER 11 ASSISTANT TOOLS 110

11.1 Screen Tools 110
11.3 One-key Wizard: Close and Minimize Current Window 126
11.4 Quick Access to Frequently Used Applications 126

11.5 EMBEDDED WINDOW 127
11.6 SHADE TOOL 128
11.7 TEXT TO SPEECH 129

CHAPTER12 VIDEO CONFERENCE 130

12.1 CREATE A CONFERENCE 130
12.2 JOIN A CONFERENCE 131
12.3 OPERATIONS DURING CONFERENCE 132
12.4 LEAVE A CONFERENCE 133

CHAPTER 13 USER ACCOUNT MANAGEMENT 133

13.1 LOGIN 133
13.2 USER SETTINGS 134
13.3 ADD A USER ACCOUNT 134
13.4 EDIT USER INFORMATION 135
13.5 DELETE A USER 135

CHAPTER14 SYSTEM SETTINGS 136

14.1 SYSTEM SETTING PANEL 136
14.2 RESET TO DEFAULT 136
14.3 IMPORT CONFIGURATION 136
14.4 EXPORT CONFIGURATION 137
14.5 CUSTOMIZED/DEFAULT FREEHAND DRAWING TOOL PROPERTIES 137
14.6 TOOLBAR SETTINGS 137
14.7 QUICK ACCESS SETTINGS 138
14.8 OPERATING SETTINGS 138
14.9 OTHER SETTINGS 139

CHAPTER 15 STATEMENT ON VERSION AND UPDATE 141

CHAPTER 16 FAQ 142

Chapter 1 Product Introduction

IQBoard Software V5.0 is an integration of professional Multi-media Interactive Teaching, Courseware Making and Demonstrating Tool, catering for both solid and virtual Interactive Whiteboard. Through IQBoard Software V5.0, various interactive teaching and demonstrating functions can be achieved, such as write, erase, label (in character, line, dimension and angle), drag, zoom, reveal screen, spotlight, screen capture and save, screen record and playback, handwriting recognition, on-screen keyboard, text input, text to speech, hyperlink to video, sound and webpage, and remote conference by NetMeeting. IQBoard Software V5.0 also has colorful object animation effects, page switching effects and interactive questions. Therefore, with IQBoard Software V5.0, users can make more interactive courseware by designing unique object animation, adding sound or hyper linking.

With IQBoard Software and IQBoard Interactive Whiteboard (solid or virtual), marvelous interactive communicating effects can be achieved in live demonstration, teaching, product exhibition, business conference, video communication, news broadcast, securities evaluation, military command, entertainment, medical consultation, engineering design, competition tactics analysis, weather analysis, etc.

The software interface adopts toolbar and embeds graph-text design. It has friendly software interface, easy operation, and strong human-computer interaction. You can master operation within 10 minutes without specialized training and checking manual in detail. The system is compatible with other software, supports usage of any special effect tool therewith, also supports writing, text editing, marking, picture inserting, drawing, and various special demonstrating effects and assistant functions in PPT demonstrating and slide demonstrating mode and the editing mode of third party editor, such as WORD, EXCEL, etc.

The software has strong system expandability and openness, you can customize your software system, e.g. you can save or import any picture, element, background, photo, and mode into Resource Library, thus affluent teaching resource can be fully shared inside a school, between schools and over the network, and you can also manage and adjust the Resource Library, define and rearrange toolbar function buttons according to your own custom, and add common used applications and tool shortcuts by yourself, etc.

This manual is for IQBoard Software V5.0, which can be is adapted to Returnstar’s various interactive whiteboards and virtual whiteboards. For the usage and operation of these whiteboards, please refer to the corresponding user manuals.

Chapter 2 Install, Uninstall, Register and Update

2.1 System Requirements

Windows XP/2003/Vista/7
Celeron 2.1 or higher
128MB RAM (256MB recommended)
Microsoft DirectX8.0 or above
1G free hard disk space (for full installation)
Screen resolution: 800×600, 1024×768 (16bit high color or above)

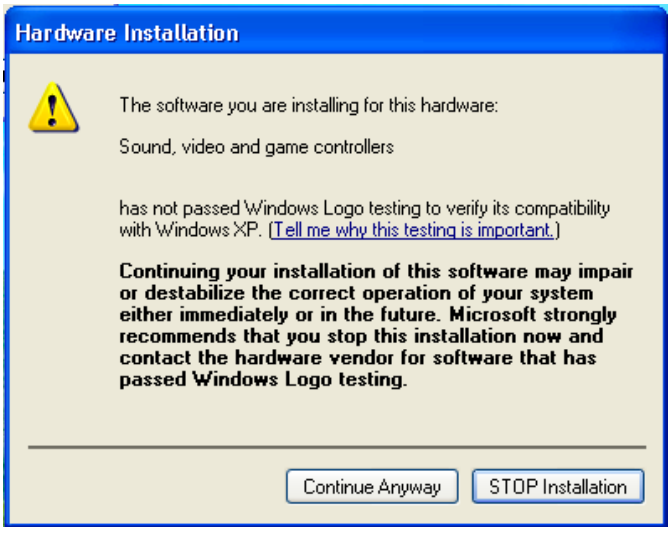
2.2 Install

IQBoard Software and IQBoard Resource Library can only be installed to Windows system under Administrator user account, but can be used in Windows system under any kind of user account. If your operating system is Windows XP SP1, the system will prompt you to update Windows Installer. Click *"Yes"* to update Windows Installer first.

2.2.1 Install IQBoard Software

Double-click *"IQBoard Software V5.0"* in the installation CD, then follow the on-screen instruction to install the software.

> ***Note:*** *During installation, the system will prompt a Hardware Installation window. Click "Continue Anyway" to finish installation. Video Codec 9 will be also auto-installed by this step.*


Hardware Installation
The software you are installing for this hardware:
Sound, video and game controllers
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation

2.2.2 Install IQBoard Resource Library

Double-click *"IQBoard Resource Library V5.0 (Full)"* in the installation CD, then follow the on-screen instruction to install the Resource Library.

> ***Note:***
> 1. *Software will auto-choose the installation language according to your system language. If you want to finish installation by other languages, simply select from the drop-down menu.*
> 2. *You can choose Full installation, Compact installation or Custom installation.*

2.3 Uninstall

2.3.1 Uninstall IQBoard Software

1. Three ways to start uninstallation of IQBoard Software:
1) Click "*Start > Programs > IQBoard Software V5.0>Uninstall*";
2) Open *"Control Panel"*, select *"Add/Remove Programs"*, and in the list of Currently Installed Programs, select *"IQBoard Software V5.0"*, then click *"Remove"*;
3) Click *"IQBoard Software V5.0"* on the installation CD again.

2. Follow the on-screen instruction to uninstall the software.

> ***Note:*** *You can also choose Repair in Unstallation window to repair errors in the most recent installation.*

2.3.2 Uninstall IQBoard Resource Library

1. Three ways to start uninstallation of IQBoard Resource Library:
1) When you uninstall the IQBoard Software, the system will prompt you whether to uninstall the IQBoard Resource Library at the same time;
2) Open *"Control Panel"*, select *"Add/Remove Programs"*, and in the list of Currently Installed Programs, select *"IQBoard Resource Library V5.0 (Full)"*, then click *"Remove"*;
3) Click *"IQBoard Resource Library V5.0 (Full)"* on the installation CD again.

2. Follow the on-screen instruction to uninstall the resource library.

2.4 Register

2.4.1 Trial

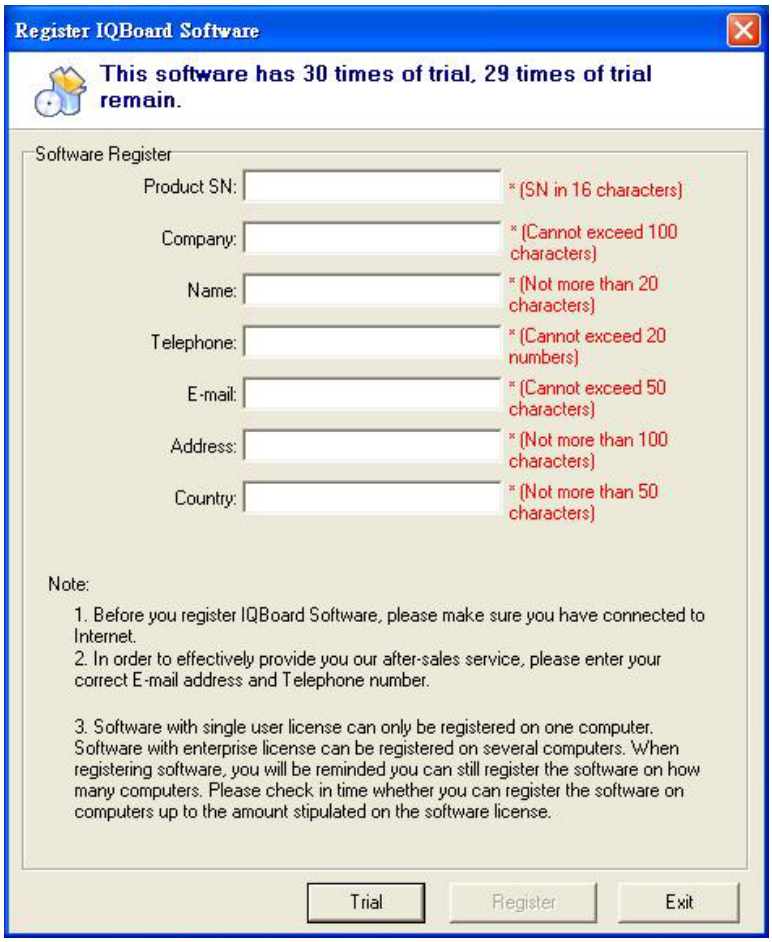
You can download IQBoard Software from our website http://www.iqboard.net. After you have finished the downloading, install the software, then you can try it out immediately. IQBoard Software has 30 trial times, which are counted by the times you start the software. After the trial times have run out, please register if you want to continue using the software.

2.4.2 Register

We provide three ways to register IQBoard Software. You can register by Product SN, USB Key or Hardware Verification.

2.4.2.1 Register by Product SN

When you start the unregistered IQBoard Software, the following Register window will appear. You can also open the Register window by selecting “Register” on the taskbar icon.


Register IQBoard Software
This software has 30 times of trial, 29 times of trial remain.
Software Register
Product SN:
* (SN in 16 characters)
Company:
* (Cannot exceed 100 characters)
Name:
* (Not more than 20 characters)
Telephone:
* (Cannot exceed 20 numbers)
E-mail:
* (Cannot exceed 50 characters)
Address:
* (Not more than 100 characters)
Country:
* (Not more than 50 characters)
Note:
1. Before you register IQBoard Software, please make sure you have connected to Internet.
2. In order to effectively provide you our after-sales service, please enter your correct E-mail address and Telephone number.
3. Software with single user license can only be registered on one computer. Software with enterprise license can be registered on several computers. When registering software, you will be reminded you can still register the software on how many computers. Please check in time whether you can register the software on computers up to the amount stipulated on the software license.
Trial
Register
Exit

Input Product SN (which is acquired when purchasing the software), User Name,

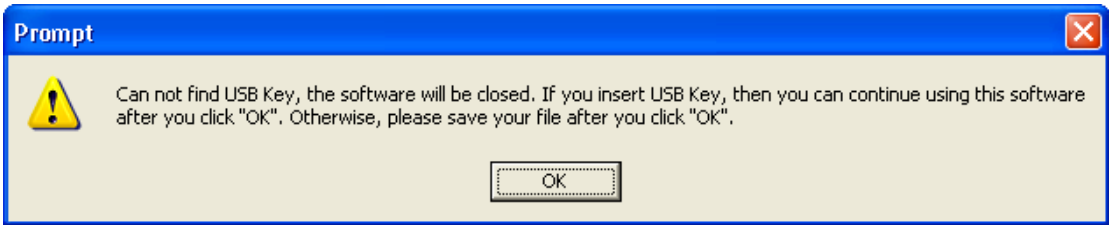
Telephone, E-mail, and Country in the Register Window, then click *"Register"* to finish the registration.

After registration, the software will prompt how many computers you can still register the software on. If you can't register the software on computers up to the amount stipulated on the software license, the reasons may be:
1. This SN has been used by other people;
2. The retailers sell illegally, please appeal to consumer organization for compensation.

2.4.2.2 Register by USB Key

If you want to register by USB Key, please plug the accessory USB Key into any free USB port on your computer. If no Register window appears when you start the IQBoard Software, the registration is successful. In case your 30 trial times have run out, the computer will prompt you to register every time you start the software, here you can also plug the USB Key before starting the IQBoard Software for registration.

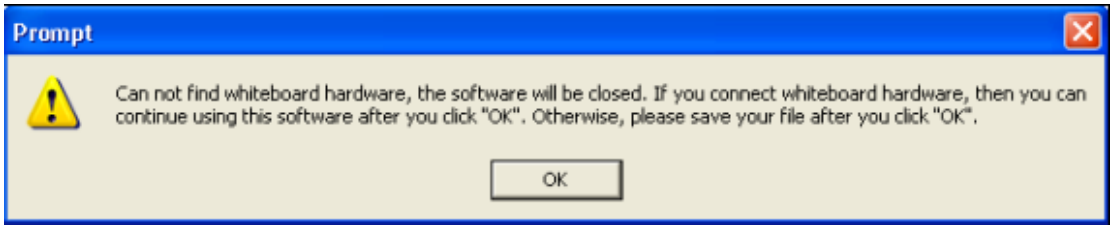
Note: *If you remove USB Key when using IQBoard Software, prompt will popup as below.*


Prompt
Can not find USB Key, the software will be closed. If you insert USB Key, then you can continue using this software after you click "OK". Otherwise, please save your file after you click "OK".
OK

2.4.2.3 Register by Hardware Verification

IQBoard Software V5.0 can be registered by connecting with any IQBoard, except virtual series. If you want to register by Hardware Verification, please install relevant whiteboard driver and connect whiteboard with your PC. If no Register window appears when you start the IQBoard Software, the registration is successful. In case your 30 trial times have run out, the computer will prompt you to register every time you start the software, here you can also connect whiteboard with your PC before starting the IQBoard Software for registration.

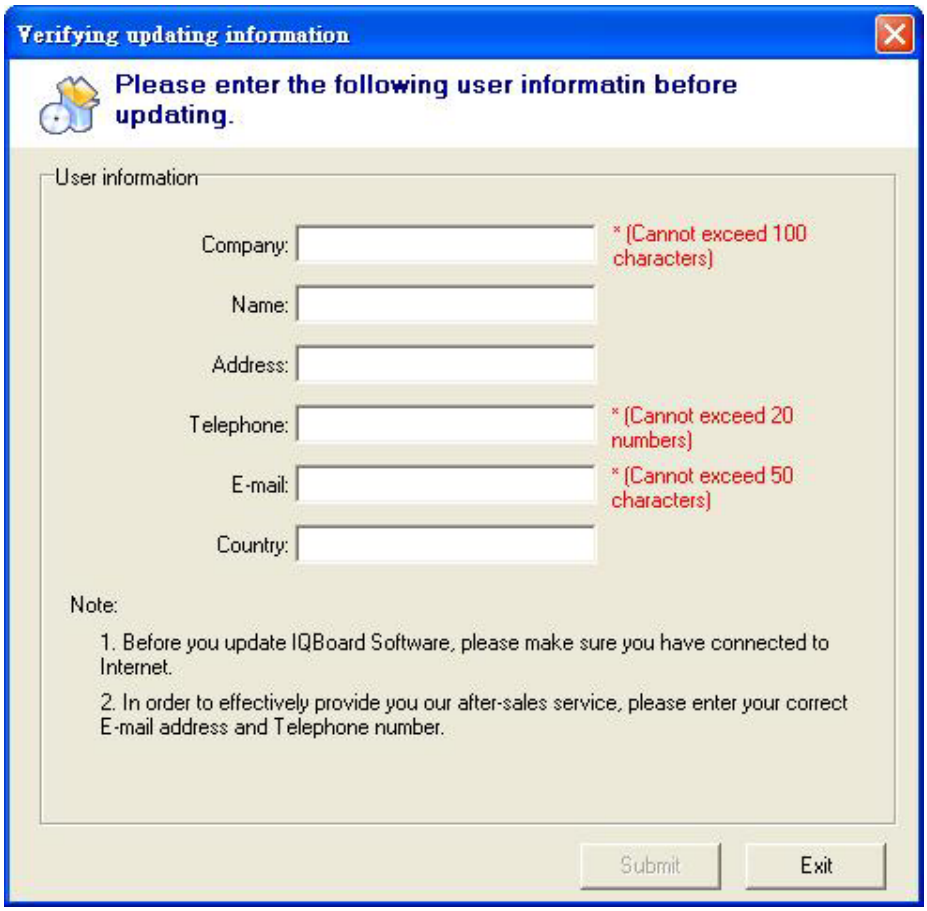
Note: *If you disconnect IQBoard with PC when using IQBoard Software, prompt will popup as below.*


Prompt
Can not find whiteboard hardware, the software will be closed. If you connect whiteboard hardware, then you can continue using this software after you click "OK". Otherwise, please save your file after you click "OK".
OK

2.5 Update

After starting IQBoard Software, the system will automatically check whether the update package is available. If so, it will prompt you to update. Operation is as follow:

1. Click *"Yes"* to update the software, click *"No"* if you don't want to update now. You can also click the taskbar icon, and select *"Update"* to enter Update window. If it is the first time you update the software, you may need to enter your user information.


Verifying updating information
Please enter the following user informatin before updating.
User information
Company:
* (Cannot exceed 100 characters)
Name:
Address:
Telephone:
* (Cannot exceed 20 numbers)
E-mail:
* (Cannot exceed 50 characters)
Country:
Note:
1. Before you update IQBoard Software, please make sure you have connected to Internet.
2. In order to effectively provide you our after-sales service, please enter your correct E-mail address and Telephone number.
Submit
Exit

Note:

1. Only the registered IQBoard Software can be updated.

2. If the update service has expired, you should pay the update fee to continue updating the software.

3. When updating the software, if the software prompt "You cannot update unregistered software", please uninstall the software and register again, then update the software.

2. Click *"Update"* on Update window to download update package.

Updating IQBoard Software
Welcome to use IQBoard Software updating program.
Update info.
Current version:V5.0 Software update date:4/15/2011
IQBoard Software is ready to be updated, click "Update" button to start updating.
Update

3. After the downloading is finished, the updating process will automatically begin. If there is no need to update IQBoard Software, click *"Exit"* to exit this window.

Updating IQBoard Software
Welcome to use IQBoard Software updating program.
Update info.
Current version:V5.0 Software update date:4/15/2011
IQBoard Software is in the newest version, no need to update.
Exit

Chapter 3 Explore the IQBoard Software Interface

3.1 Start IQBoard Software

To start IQBoard Software, operation is as follow:

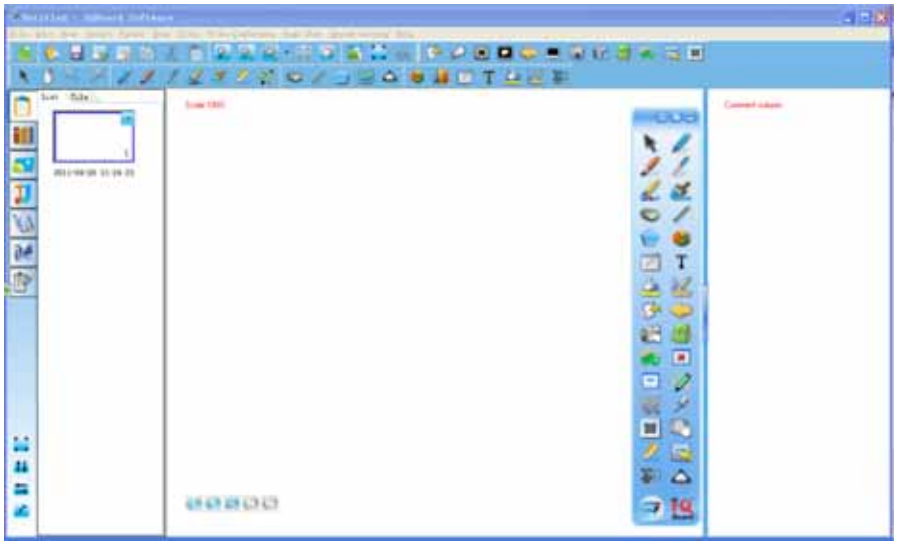
1. Two ways to get into login interface:
1) Double-click the *"IQBoard Software"* desktop shortcut;
2) Click "*Start>Programs> IQBoard Software>IQBoard Software"*.

2. Enter User Name and Password, and click *"OK"*.

After starting IQBoard Software, You can see the main window, floating tools toolbar, and taskbar icon of IQBoard Software at bottom right corner.

Note:

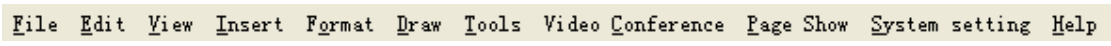
1. *The default User Name and Password are empty. You can add other user accounts by "Users Management". Please see details in "Users Management" section of this manual.*
2. *After login, each user may customize the software interface and taskbar icons array.*



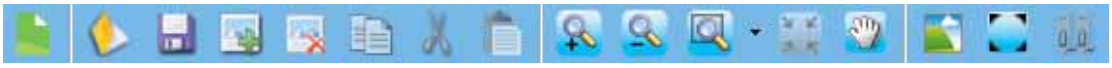
3.2 Main Window

The main window of IQBoard Software consists of:

Menu Bar: Provide menus for all functions.



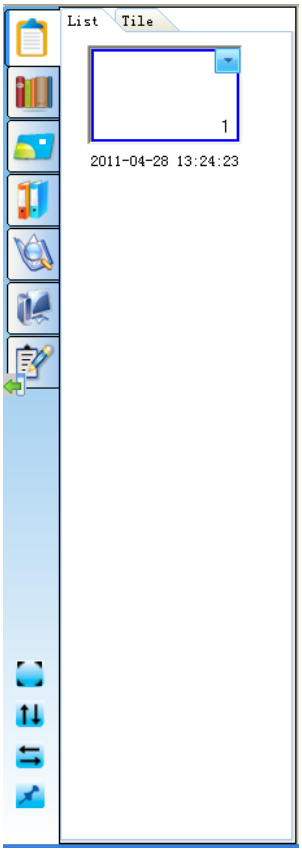
Common Tools toolbar: Provide common page and object manipulating tools.



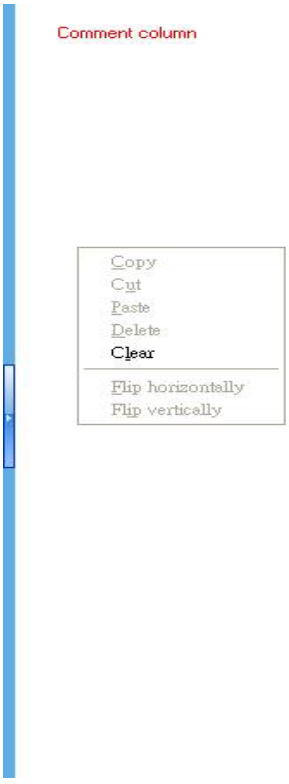
Assistant Tools toolbar: Provide some screen tools and presenting tools.

Drawing Tools toolbar: Provide all drawing tools.

Resource Panel: Provide page, subject tools, templates, resource library, search tools, courseware making panel and local panel.



Comment Column: In this column, you can use 6 kinds of drawing tools to add comment or explanation for current page. Comment in this column can also be manipulated as an object.



Whiteboard Area: Display the current page and enable you to create, edit and manipulate objects on a page.

Note:

1. You can hide Resource Panel, Common Tools toolbar, Assistant Tools toolbar, and Drawing Tools toolbar by deselecting them in "View - Toolbars".

2. You can move the toolbar by clicking on the double lines on the left side of the toolbar.

3. You can click on Resource Panel to move the toolbars to the bottom of the screen, and click it again to move them back to the top.

4. You can click to move Resource Panel to right or left side.

3.3 Floating Tools Toolbar

The Floating Tools toolbar enables you to quickly access frequently used tools and features. Unlike the traditional toolbar, Floating Tools toolbar is capable of being anywhere on the screen and being moved.

Switch Floating Tools toolbar's position: Wherever the Floating Tools toolbar is, there is a position switching arrow on the contrary side. Click this arrow to move the Floating Tools toolbar from one side to the other. This function allows you to access the Floating Tools toolbar conveniently on large screen.

Minimize Floating Tools toolbar: Click to minimize the Floating Tools toolbar. After the toolbar is minimized, click *"Floating Tools"* on the Taskbar icon menu to display the toolbar.

Move Floating Tools toolbar: Click on any part of the Floating Tools toolbar and drag the toolbar to new location.

Switch Floating Tools toolbar style: Click to display the Floating Tools toolbar horizontally or vertically.

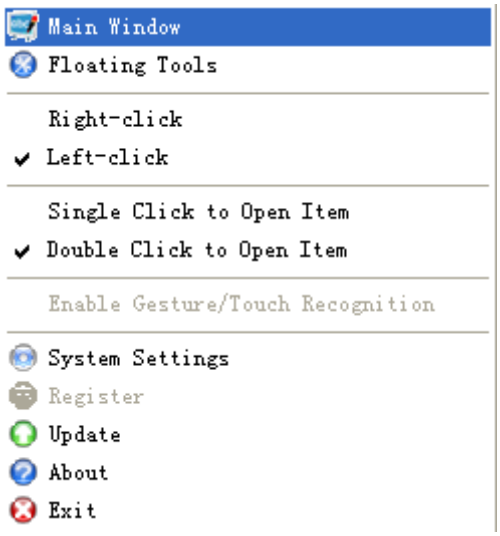
Lock/Unlock Floating Tools toolbar: Click to lock the Floating Tools toolbar position. Click this button again to unlock.

Dock Floating Tools toolbar: Move the Floating Tools toolbar to any edge of the screen and the toolbar will automatically hide itself. To show the toolbar, move the cursor to the edge to which the toolbar is docked, or click button.

Customize Floating Tools toolbar: You can customize buttons on the Floating Tools toolbar so that the toolbar includes the tools you use most frequently. Refer to System Settings for details. The Floating Tools toolbar can display 30 tools at most.

3.4 Taskbar Icon

After starting the IQBoard Software, a small taskbar icon will appear at lower right corner of the screen. Click the taskbar icon, a menu will appear as follow:



Main Window: Minimize/display the main interface of IQBoard Software.

Floating Tools: Minimize/display the Floating Tools toolbar.
Right-click/Left-click: Select *"Right-click"* or *"Left-click"* to switch the click function.

Single Click to Open Item/Double-click to Open Item: Select *"Single Click to Open Item"* or *"Double-click to Open Item"* to switch the way you open items. Under *"Single Click to Open Item"* circumstance, single clicking any program, file or folder icon will perform an open action, just like you double-click them in normal circumstance.

Gesture/Touch Recognition: Enable/disable Gesture Recognition for IQBoard IR and IR Pro, Touch Recognition for IQBoard PS and PS-D.

Three ways to enable/disable Gesture/Touch Recognition:

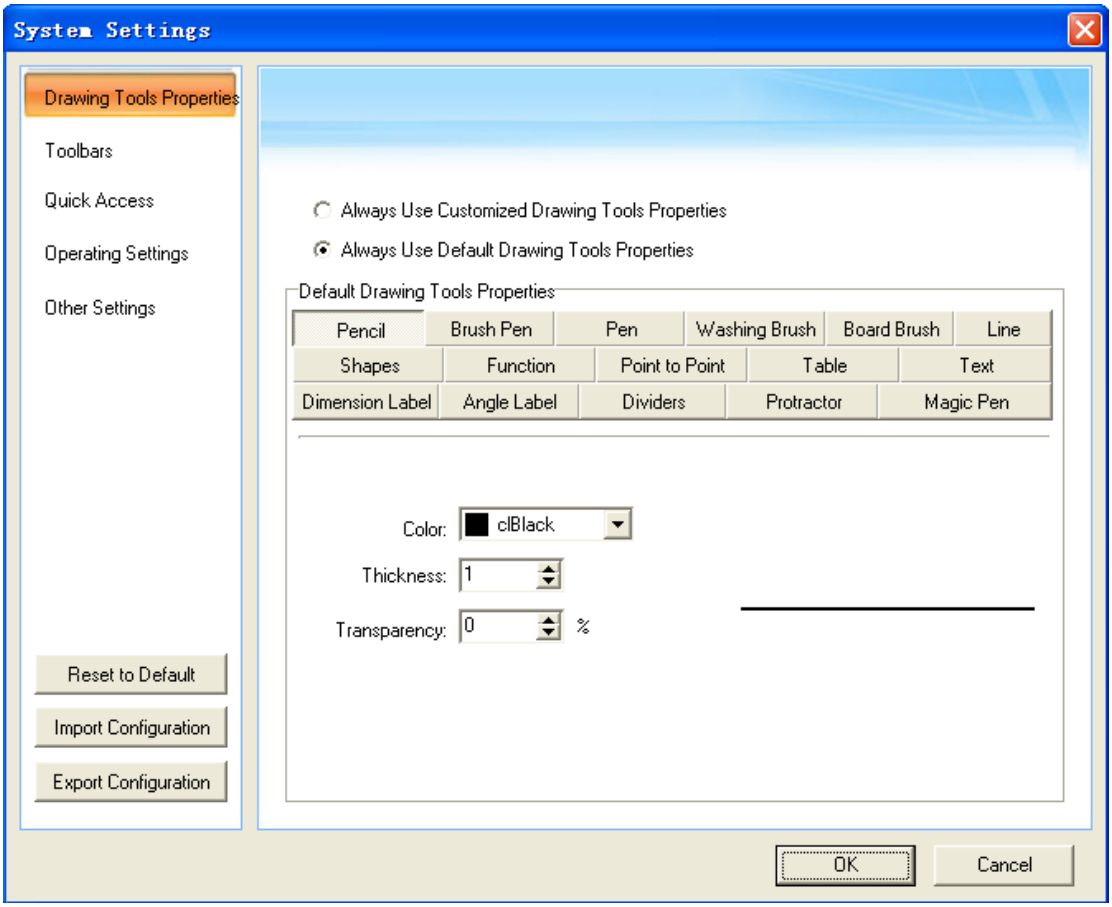
1) Click on Floating Tools toolbar;

2) Select *"Enable Gesture/Touch Recognition"* from *"Tools"* menu;

3) Select *"Enable Gesture/Touch Recognition"* from menu of taskbar icon.

> ***Note:*** *By default, the* *button is not displayed on the Floating Tools toolbar and Assistant Tools toolbar. You can add them manually through "System Settings > Toolbars".*

System Settings: Click this item to enter System Settings window.



Update: Click this item to update IQBoard Software.

About: Click this item to view the software version and our contact information.

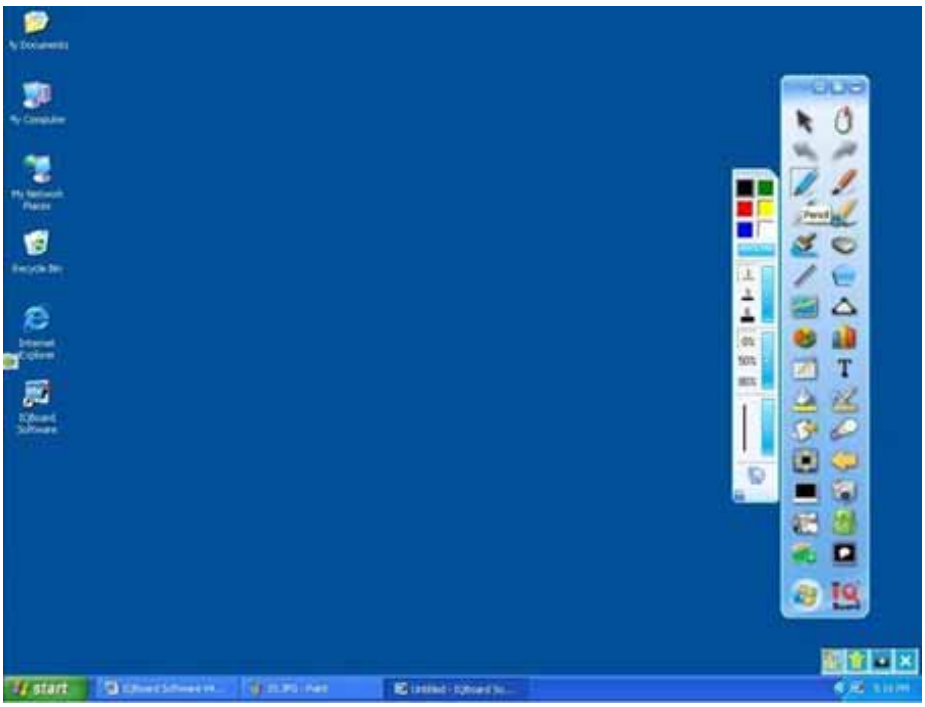
Exit: Click this item to exit IQBoard Software.

Chapter 4 Working Modes

IQBoard Software has 3 main working modes: Windows Mode, Board Mode and Show Mode. In Windows Mode, you can perform normal computer operation, annotate on screen in digital ink, and use some basic tools in Floating Tools toolbar. Board Mode displays whiteboard pages on screen. If your courseware contains animation effects or interactive questions, you can use Show Mode to display it.

4.1 Windows Mode

You can enter Windows Mode by clicking button on the Floating Tools toolbar or minimizing the main window of IQBoard Software.



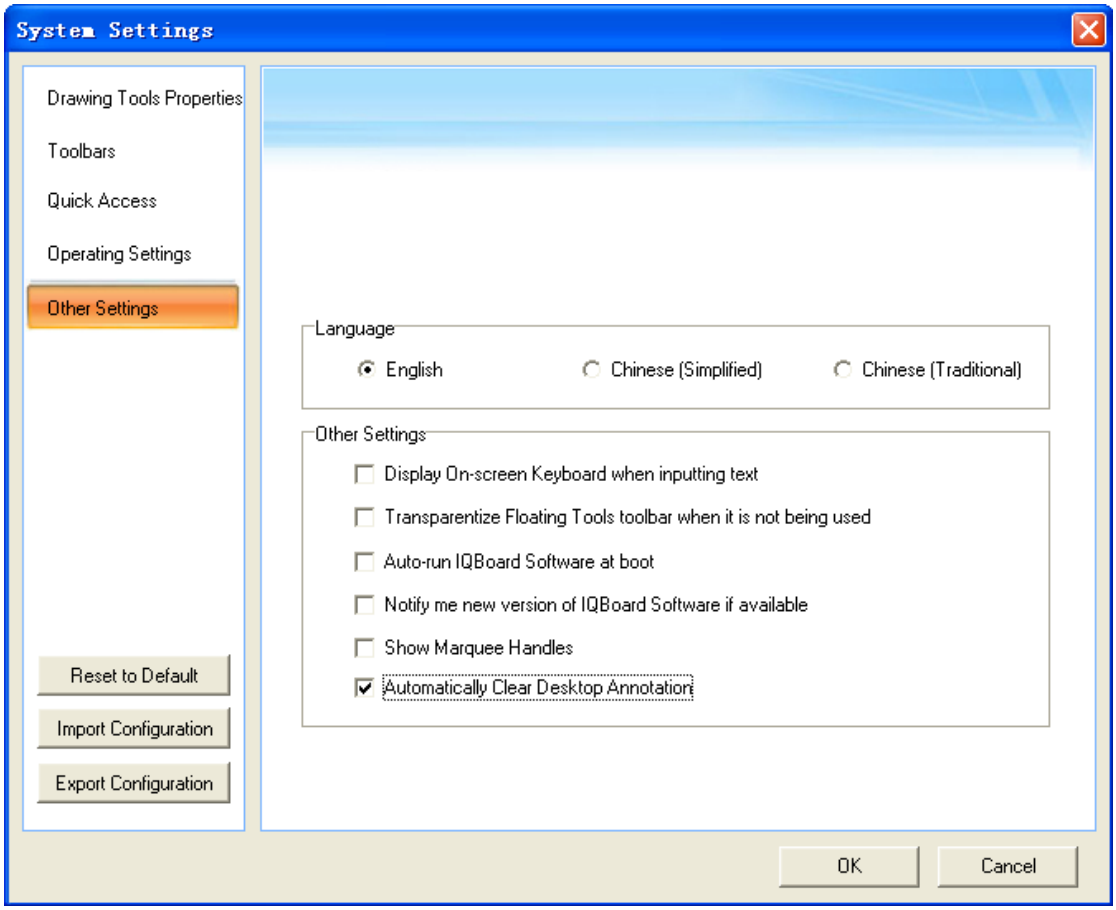
Followings are some useful functions in Windows Mode:

Annotate on screen: Select any drawing tool on the Floating Tools toolbar to enter annotating mode, an annotating frame will appear around the screen. You can annotate on screen in digital ink.

Operate Windows: When you are not in annotating mode, you can perform normal computer operation as you usually do with mouse. In annotating mode, you can also perform normal computer operation by clicking button on the Floating Tools toolbar.

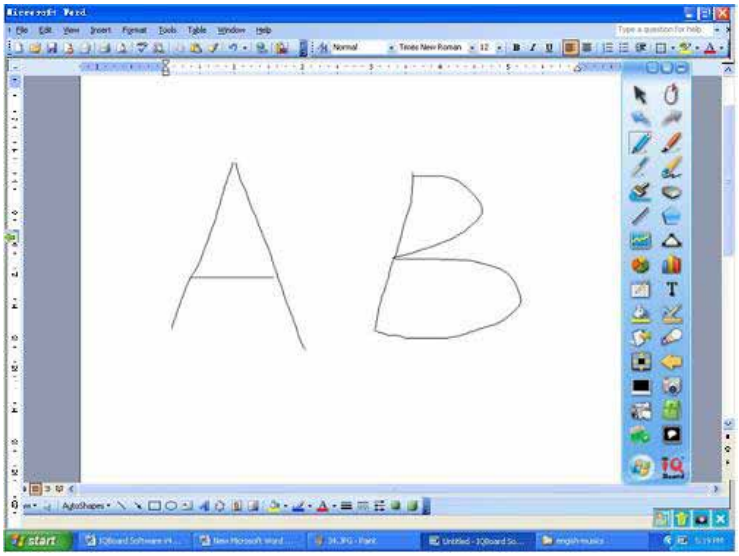
Clear annotation: Click button at lower right corner, all annotations created by IQBoard Software will be cleared.

Auto-clear annotation: All annotations created by IQBoard Software will be auto-cleared when you switch or shut down the window. To enable this function, please select *"Automatically Clear Desktop Annotation"* in *"Other Settings"* from *"System Settings"*. This function is selected by default.



Capture Screen: Click button at lower right corner, you can capture the current screen to whiteboard page in Board Mode. All annotations created by IQBoard Software can be edited again.

Save annotation to Office document: In case you have opened a Word, Excel or PowerPoint document and made your annotation directly on it, you can click button at lower right corner to save your annotation to this Office document in original form.



Go to previous or next page in Office file: You can click or button on the Floating Tools toolbar to go to the previous or next page for Office file you are showing.

> ***Note:*** *By default, the and buttons are not displayed on the Floating Tools toolbar, you can add them manually through "System Setting > Toolbars".*

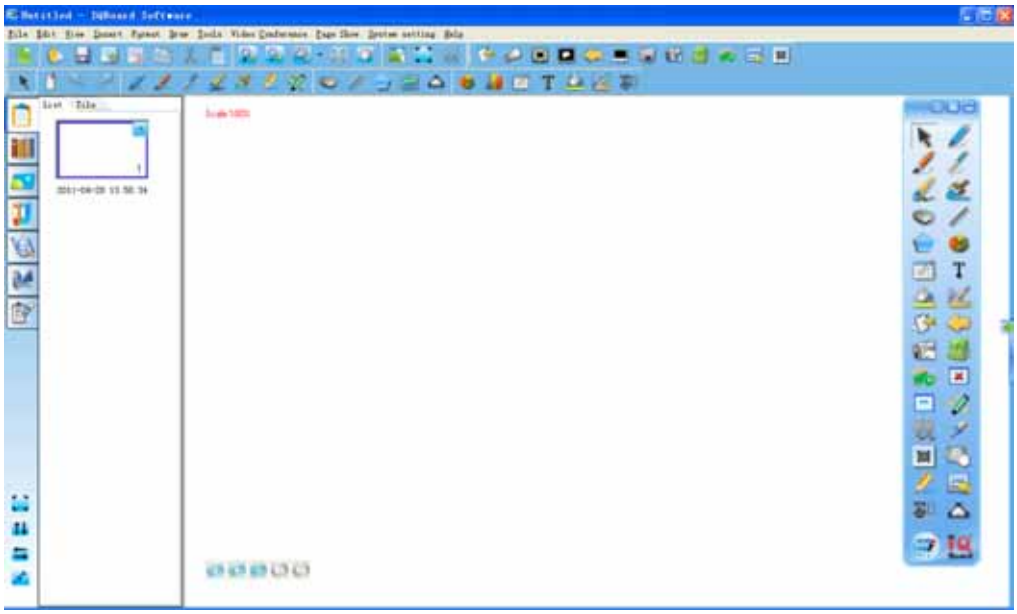
Exit annotating: Click button at lower right corner to close the annotating frame.

4.2 Board Mode

Click button on the Floating Tools toolbar to enter Board Mode including Full Screen Mode, Window Screen Mode and Frame Screen Mode.

Window Screen Mode

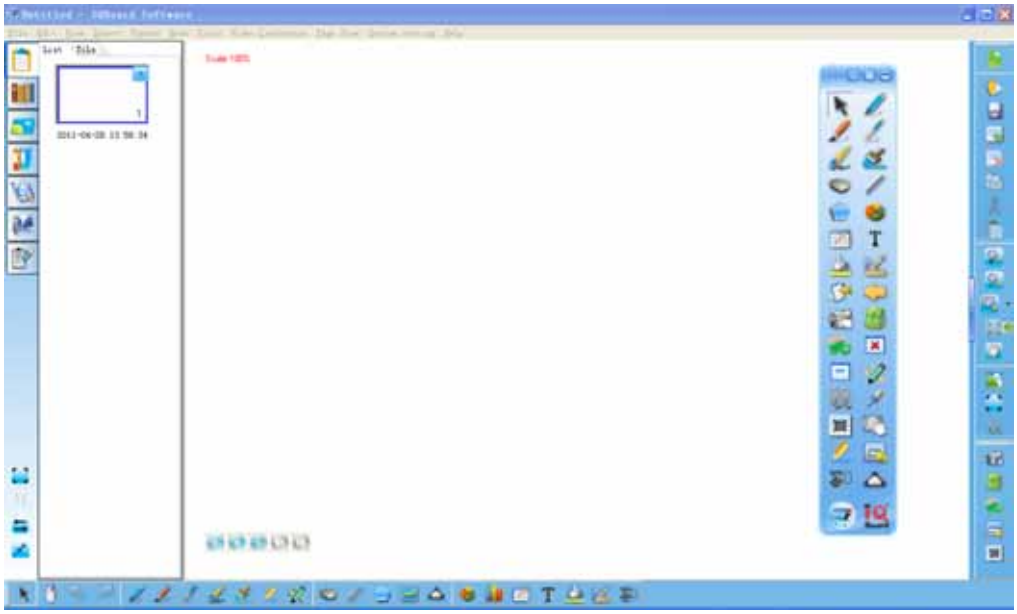
Start IQBoard Software V5.0, and it will automatically enter into Window Screen Mode. You can use tools in main window and Floating Tools toolbar under this mode.



Frame Screen Mode

You can use tools in main window and Floating Tools toolbar under this mode.

To enter Frame Screen Mode, please select "*View* > *Frame Screen*".



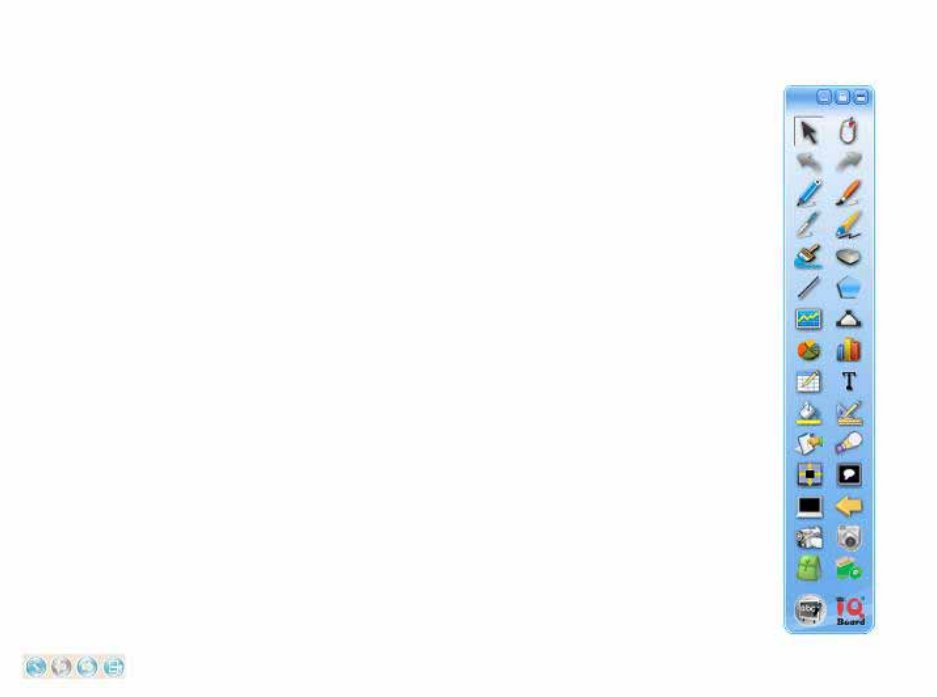
Full Screen Mode

Click on Common Tools toolbar or Resource Panel, or select *"View > Full Screen"* to enter into Full Screen Mode.

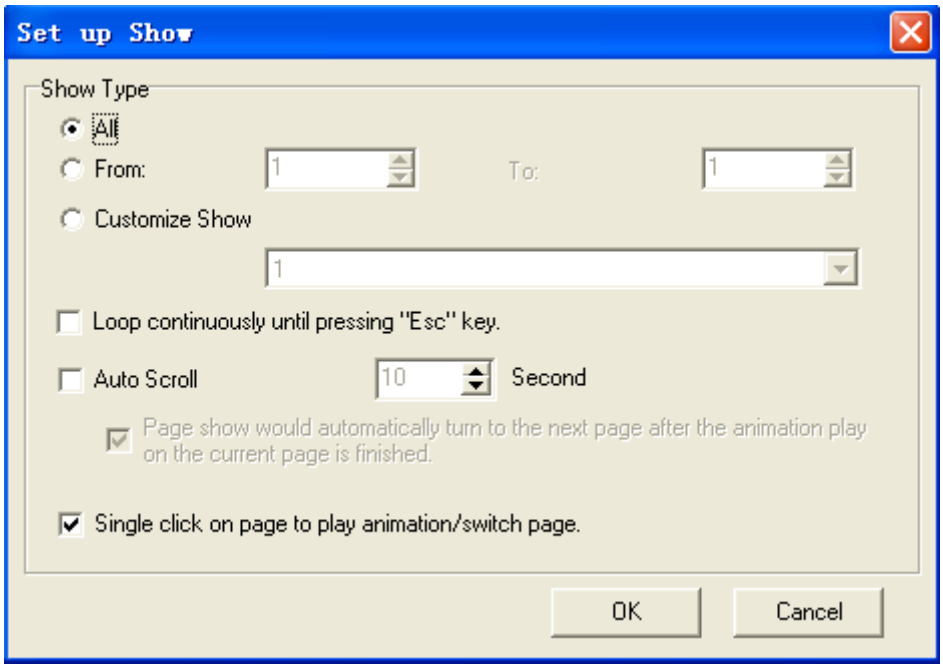
Under this mode, you can use tools in the Floating Tools toolbar. To exit full screen, click at lower left corner of the screen.

4.3 Show Mode

If your courseware contains animation effects or interactive questions, you should present the courseware in Show Mode. During showing, you can do annotation with drawing tools on Floating Tools toolbar or do other auxiliary operations, but you cannot manipulate the objects, e.g. copy, paste and move.



To customize Show Mode, please click *"Show Mode > Set Up Show"* on Menu Bar.



Page Settings: You can choose to show all pages or appointed page(s).

Loop Show: Courseware will loop continuously until you press *"Esc"* Key.

Auto Scroll: You can set interval time of turning page automatically.

Turn Page: Click or at lower left corner to switch to previous or next page.

You can select *"One-click on Page to Play Animation"* to turn page by single clicking on blank part of page.

> ***Note:***
> *1. By default, all pages will be shown from beginning to end once without Loop Show and Auto Scroll.*
> *2. Interval time for Auto Scroll is 1-99 seconds.*

4.4 Dual-user Mode

Under Dual-user Mode, double pens can write on the IQBoard ET-D simultaneously.

> ***Note:*** *Only IQBoard ET-D, ET-D Pro and PS-D can support Dual-user Mode.*

1. To enable Dual-user mode, please select *"Tools > Dual user"* on Menu Bar, or click on Common Tools toolbar.

2. In Dual-user Mode, two pens can write on the board simultaneously; however, Teacher Pen and Student Pen can only control its own Floating Tools toolbar respectively. See operation details below:

- The handwriting will be recognized automatically while Student Pen uses “Handwriting recognition”.

- The eraser (except *“Erase All”*) can clean the digital ink of the other when such writing process is paused.

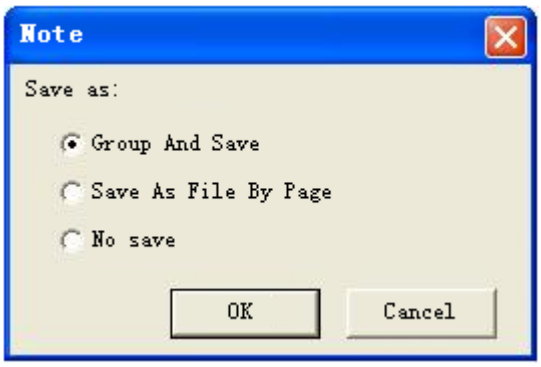
- When choosing *“Erase All”*, Teacher Pen can clean all the digital ink of both Teacher Pen and Student Pen, while Student Pen can only clean its own digital ink.

- In Dual-user Mode, the mouse can only control teacher’s Floating Tools toolbar.

- The Student Pen can not control the floating window or other tools, such as timer or screen tools.

- Left hotkeys which teacher can use in Dual-user Mode: Select, Pens (double-click to change between four colors), Eraser, Application Shortcuts, Tool Shortcuts and Start (show minimized teacher’s Floating Tools toolbar); Right hotkeys which student can use in Dual-user Mode: Select, Pens, Eraser and Start (show minimized student’s Floating Tools toolbar).

3. To exit Dual-user Mode: You have to use Teacher Pen to click on the button at the lower left corner of the board. If Student Pen has been manipulated in Dual-user Mode, when Teacher Pen wants to quit Dual-user Mode, a prompt window will popup like below:



Chapter 5 Working with IQBoard Software Files

5.1 Create a New File

When you start IQBoard Software, a new file opens automatically. However, you can create a new file at any time.

Four ways to create a new file:
1) Click *"File > New"* on Menu Bar;

2) Click on Common Tools toolbar;

3) Click on Floating Tools toolbar;

4) Click " *> New"* on Floating Tools toolbar.

5.2 Open a File

With IQBoard Software, you can open .CDF, .CDP, .pdf, .doc, .ppt, .xls, .docx, .pptx and .xlsx files. Operation is as follow:

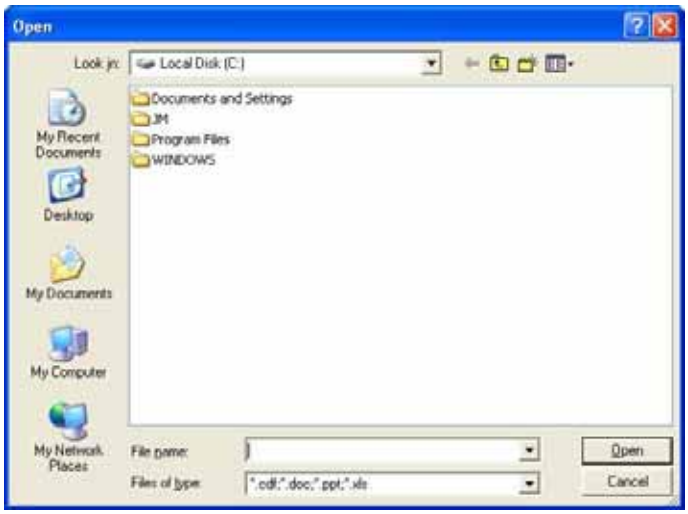
1. Four ways to open a file:
1) Click *"File > Open"* on Menu Bar;

2) Click on Common Tools toolbar;

3) Click on Floating Tools toolbar;

4) Click " *> Open"* on Floating Tools toolbar.

Open window appears as follow:



2. Browse to select the file you want to open.

3. Click *"Open"*.

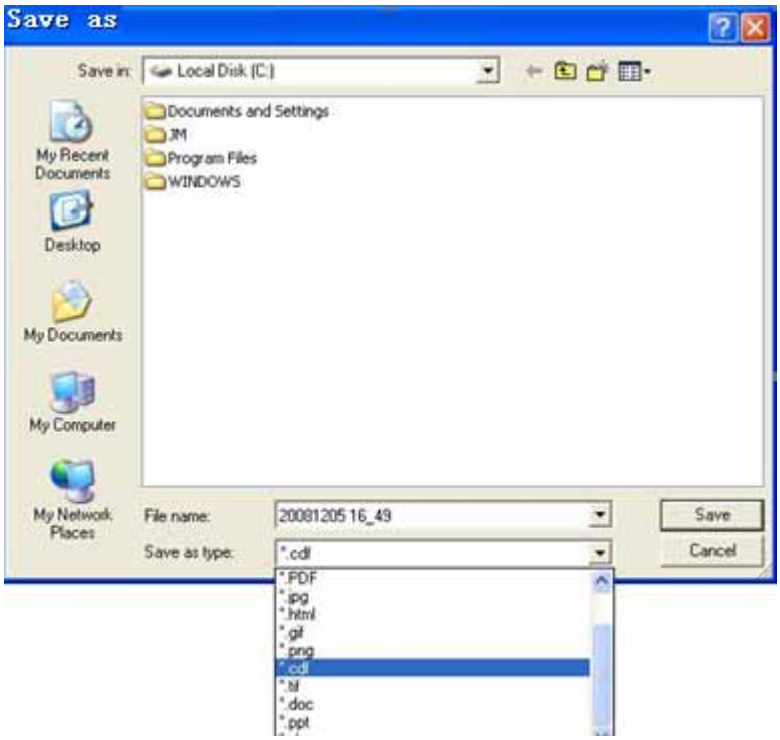
> ***Note:*** *You can double-click a CDP file to enter Show Mode.*

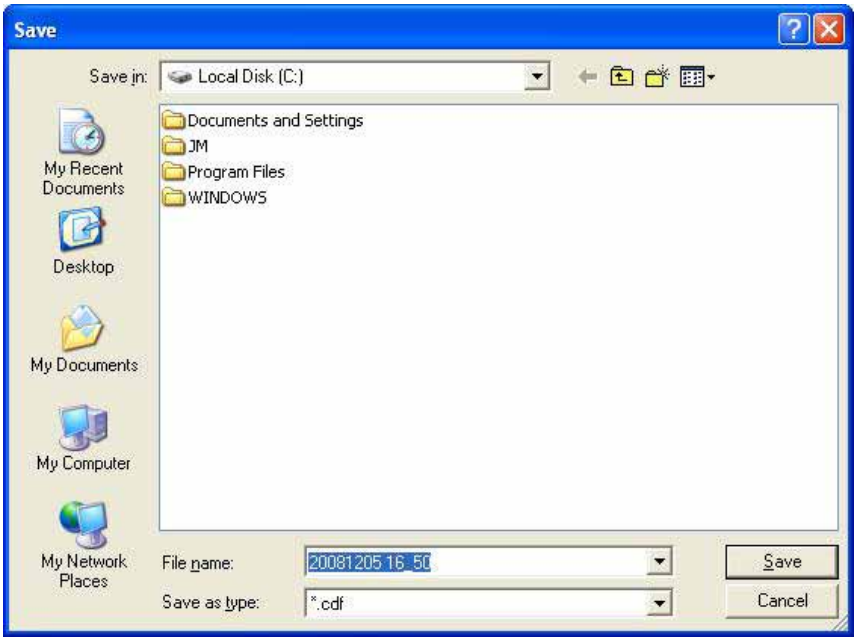
5.3 Save a File

IQBoard Software can save your file in .cdf format. You can also save your file in other formats, including document format (.doc, .ppt, .xls), webpage format (.html) and picture format (.bmp, .emf, .wmf, .jpg, .gif, .png, .tif,). Object and page in .cdf file can be re-edited by IQBoard Software.

1. Four ways to save a file:
1) Click *"File > Save/Save as"* on Menu Bar;
2) Click on Common Tools toolbar;
3) Click on Floating Tools toolbar;
4) Click " > *Save/Save as"* on Floating Tools toolbar.

Save as or Save window appears as follow:





2. Select the destination folder and file type, enter a file name, and click “Save”. By default, the file will be named according to current time.

> ***Note:*** *You can only save an existing file as to .bmp, .emf, .wfm, .jpg, .gif, .png and .tif formats. In Windows System, only under Administrator account can you save .doc, .xls, .ppt, .docx, .xlsx and .pptx files.*

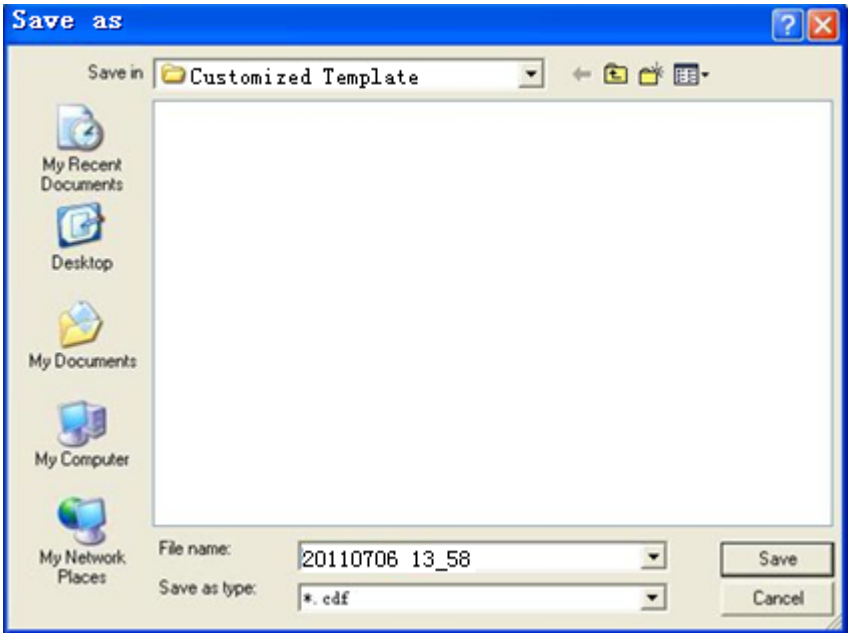
5.4 Save a File as Template

If the layout of current file may be frequently used in future, you can also save it as template, which can be retrieved from Template tab.

1. Two ways to save your file as template:
1) Click *“File > Save as Template”* on Menu Bar;

2) Click “ > *Save as Template”* on Floating Tools toolbar.

Save as window appears:



2. Click *"Save"* to save current file as template. By default, the template is saved in Customized Template folder and named according to current time.

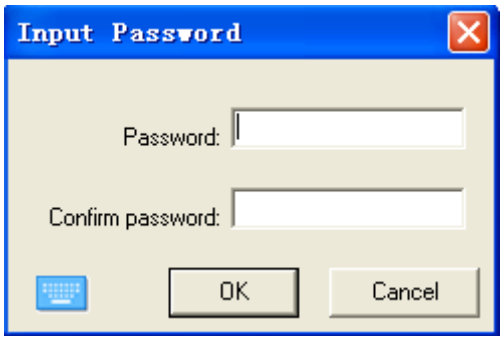
5.5 Encrypt a File

You can encrypt .cdf file. The encrypted file cannot be opened without correct password.

1. Two ways to encrypt a file:
1) Click *"File* > *Encrypt"* on Menu Bar;

2) Click " > *Encrypt"* on Floating Tools toolbar.

Input Password window appears:



2. Enter password and confirm it, then click "OK".

3. Save current file in .cdf format.
To modify the password, open the encrypted .cdf file and repeat above steps.

Note: *Password can be any character (case sensitive), with length up to 8 characters. Please be sure to remember the password after setting. Our company does not provide any service to crack any encrypted file.*

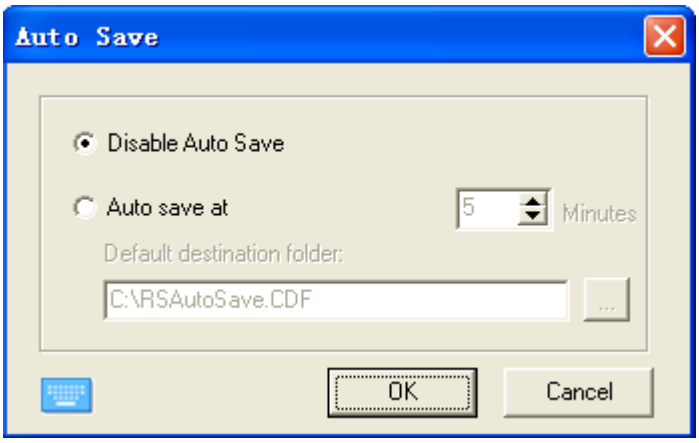
5.6 Enable Auto-save Function

Auto-save function can minimize your data loss in case of unexpected problems.

1. Two ways to enable Auto-save function:
1) Click *"File > Auto-save"* on Menu Bar;

2) Click " > *Auto-save"* on Floating Tools toolbar.

Auto-save window appears as follow:



2. In this window, you can enable or disable Auto-save function; you can also set time interval and destination folder.

5.7 Print a File

We provide Print function in IQBoard Software.

To print the current file, click *"File > Print"* on Menu Bar.

To preview the pages before you print, click *"File > Print Preview"* on Menu Bar.

To set the printer, click *"File > Printer Options"*.

Note: *If you have not added a printer, a* Note *window will prompt as follow when you print.*

5.8 Send a File

Two ways to send current file as e-mail attachment in .cdf, .pdf, .ppt formats:
1) Click *"File > Send Mail"* on Menu Bar;

2) Click " > *Send Mail"* on Floating Tools toolbar.

Note: *For the first time you use "Send Mail", please set Outlook correctly.*

Chapter 6 Working with Pages

6.1 Insert a Page

Three ways to insert a blank page:
1) Click *"Insert > Blank Page"* on Menu Bar;

2) Click on Common Tools toolbar;

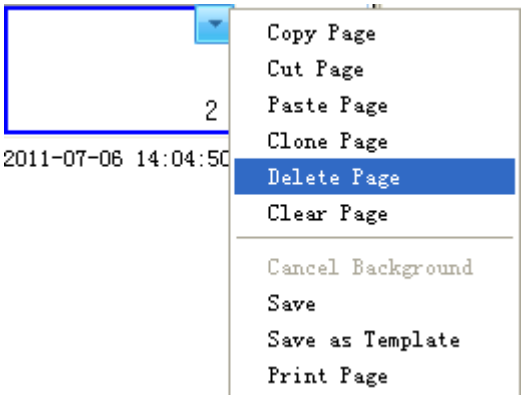
3) Click on Floating Tools toolbar.

A blank page appears after the current page.

6.2 Delete a Page

1. Select the thumbnail of the page you want to delete on Page tab.

2. Then do one of the followings:
1) Click *"Edit > Delete Page"* on Menu Bar;
2) Click on Common Tools toolbar;
3) Click on Floating Tools toolbar;
4) Click the menu arrow on page thumbnail, then select *"Delete Page"*;
5) Right-click on page thumbnail, then select *"Delete Page"*.



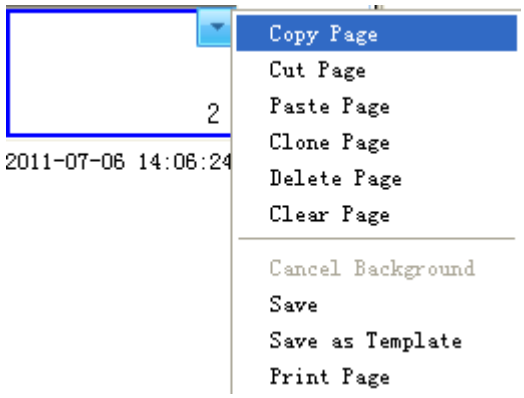
6.3 Copy/Cut/Paste a Page

To copy a page:

1. Select the thumbnail of the page you want to copy on Page tab.

2. Then, do one of the followings:
1) Click the menu arrow on page thumbnail, then select *"Copy Page";*

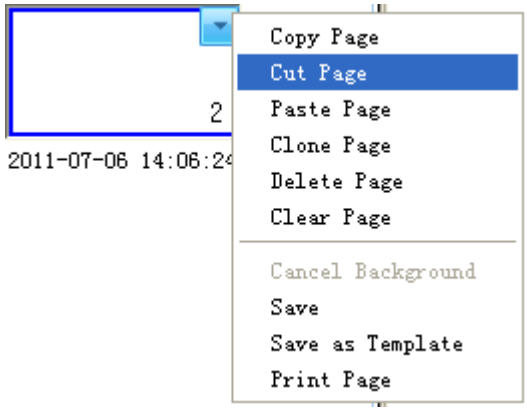
2) Right-click on page thumbnail, then select *"Copy Page".*



To cut a page:

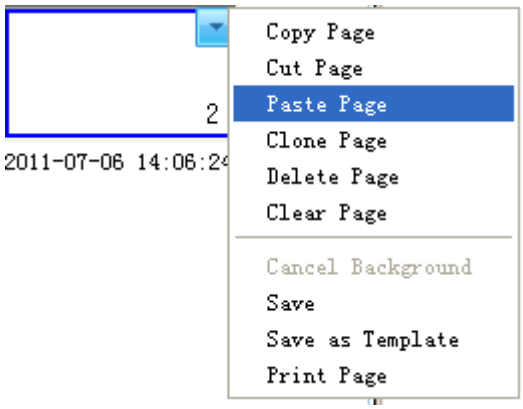
1. Select the thumbnail of the page you want to cut on Page tab.

2. Then, do one of the followings:
1) Click the menu arrow on page thumbnail, then select *"Cut Page";*
2) Right-click on page thumbnail, then select *"Cut Page".*



To paste the copied or cut page:

Do one of the followings:
1) Click the menu arrow on page thumbnail, then select *"Paste Page"*;
2) Right-click on page thumbnail, then select *"Paste Page".*



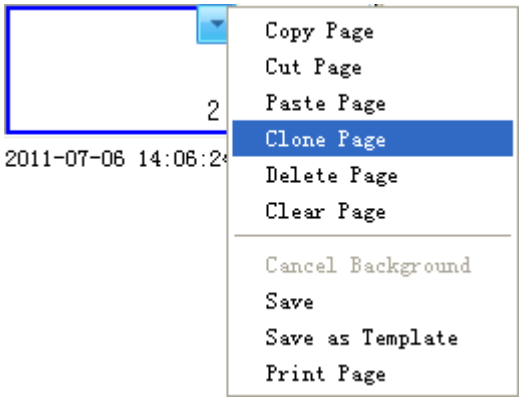
The copied or cut page appears before the current page.

6.4 Clone a Page

This function allows you to insert a duplicate of an existing page. Operation is as follow:

1. Select the thumbnail of the page you want to clone on Page tab.

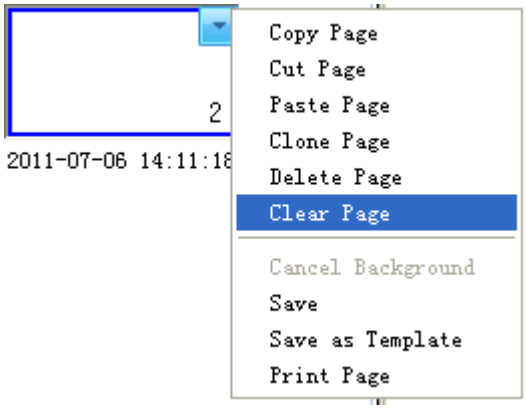
2. Then do one of the followings:
1) Click the menu arrow on page thumbnail, then select *"Clone Page";*
2) Right-click on page thumbnail, then select *"Clone Page".*



The cloned page appears immediately after the current page.

6.5 Clear a Page

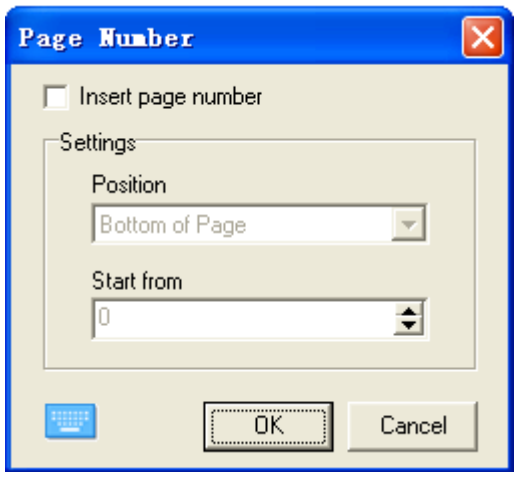
Three ways to clear all content on current page:
1) Click *"Edit > Clear Page"* on Menu Bar;
2) Click the menu arrow on page thumbnail, then select *"Clear Page";*
3) Right-click on page thumbnail, then select *"Clear Page"*.



6.6 Insert Page Number

To insert page number:

1. Click *"Insert > Page Number"* on Menu Bar, then Insert Page Number window appears.



2. In this window, you can set page number position and starting page number.

6.7 Display a Page

You can display any page on whiteboard area.

To display a page: Click a thumbnail of the page you want to display in Page tab.

To display the first page: Click *"View > First Page"* on Menu Bar; or click at bottom left corner of the page, then select *"First Page"*.

To display the last page: Click *"View > Last Page"* on Menu Bar; or click at bottom left corner of the page, then select *"Last Page"*.

To display previous page: please do one of the followings.
1) Click *"View > Previous Page"* on Menu Bar;

2) Click at bottom left corner of the page, then select *"Previous Page"*;

3) Click at bottom left corner of the page;
4) Click on Floating Tools toolbar.

To display next page: please do one of the followings.
1) Click *"View > Next Page"* on Menu Bar;

2) Click at bottom left corner of the page, then select *"Next Page"*;
3) Click at bottom left corner of the page;
4) Click on Floating Tools toolbar.

6.8 Move a Page

A whiteboard page can be infinitely extended. You can move a page to get more space or to display any part of the page on screen.

Three ways to move a page:
1) Click *"View > Move Page"* on Menu Bar;
2) Click on Common Tools toolbar;
3) Click on Floating Tools toolbar.

6.9 Return a Page

Three ways to return a moved page to its original position:
1) Click *"View > Return Page"* on Menu Bar;
2) Click on Common Tools toolbar;
3) Click on Floating Tools toolbar.

6.10 Zoom a Page

By default, whiteboard pages are displayed in their actual dimensions. But you can use the zoom tools to enlarge or reduce the size of whiteboard page.

To zoom in or zoom out a page:

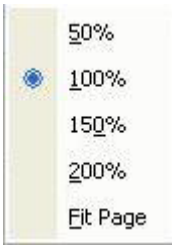
1. Three ways to get the function of zoom tools:
1) Click "View > Zoom in/Zoom out" on Menu Bar;
2) Click or on Common Tools toolbar;
3) Click or on Floating Tools toolbar.

2. After the mouse pointer becomes a magnifier, click the page to enlarge or reduce it.

When you click , you can also hold and drag a square to zoom in an area.

To zoom a page to a preset percentage:

1. Click *"View > Zoom to"* on Menu Bar, or click on Common Tools toolbar. A menu will appear:



2. Specify a zoom percentage between 50% and 200% or select *"Fit Page"* to make the entire page fit your display.

6.11 Set Page Background

You can specify a single color, gradient, grid pattern, or an image as page background. Operation is as follow:

To set page background:

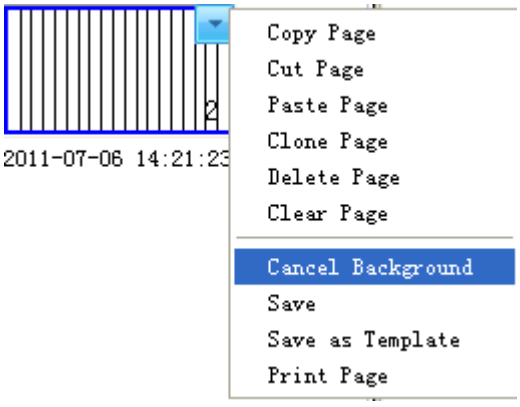
1. Two ways to get the page background setting tool:
1) Click *"Insert > Page Background"* on Menu Bar;

2) Click on Common Tools toolbar.

Following toolbar will appear:

2. Select color, gradient, grid pattern, or image on this toolbar.

Four ways to cancel page background:
1) Click on the above toolbar, then click the page;
2) Click *"Insert > Cancel Background"* on Menu Bar;
3) Click the menu arrow on page thumbnail, then select *"Cancel Background";*



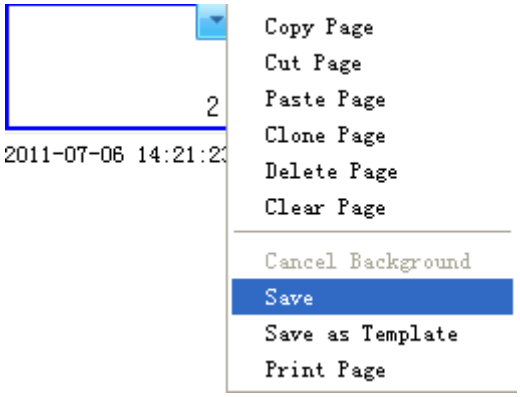
4) Right-click on page thumbnail, then select *“Cancel Background”.*

6.12 Save a Page

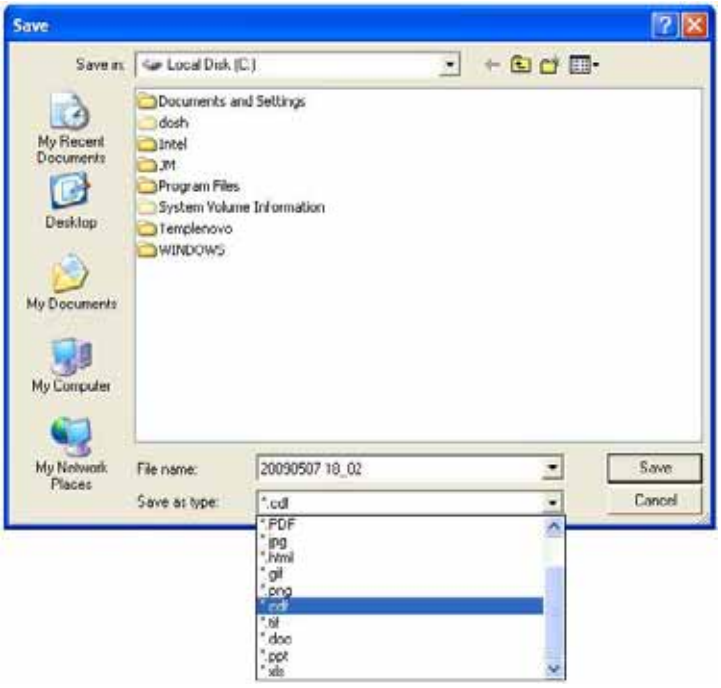
IQBoard Software can save every single whiteboard page in .cdf and .cdp formats. You can also save whiteboard page in other formats, including document format (.doc, .ppt, .xls), webpage format (.html), and picture format (.bmp, .emf, .wmf, .jpg, .gif, .png, .tif,). Object in .cdf file can be re-edited by IQBoard Software. Operation is as follow:

1. Select the thumbnail of the page you want to save on Page tab.

2. Click the menu arrow on page thumbnail, and then select *“Save”.*



The Save dialog box appears:



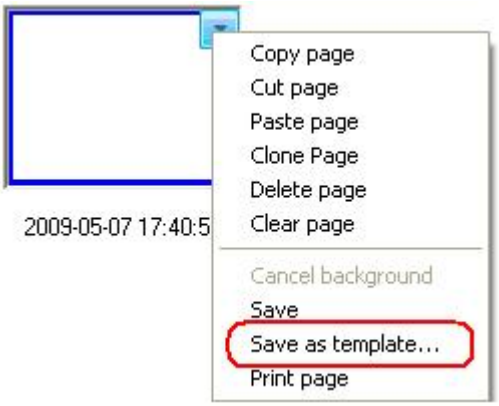
3. Select the destination folder and file type, enter a file name, and click *“Save”*. By default, the file will be named according to current time.

6.13 Save a Page as Template

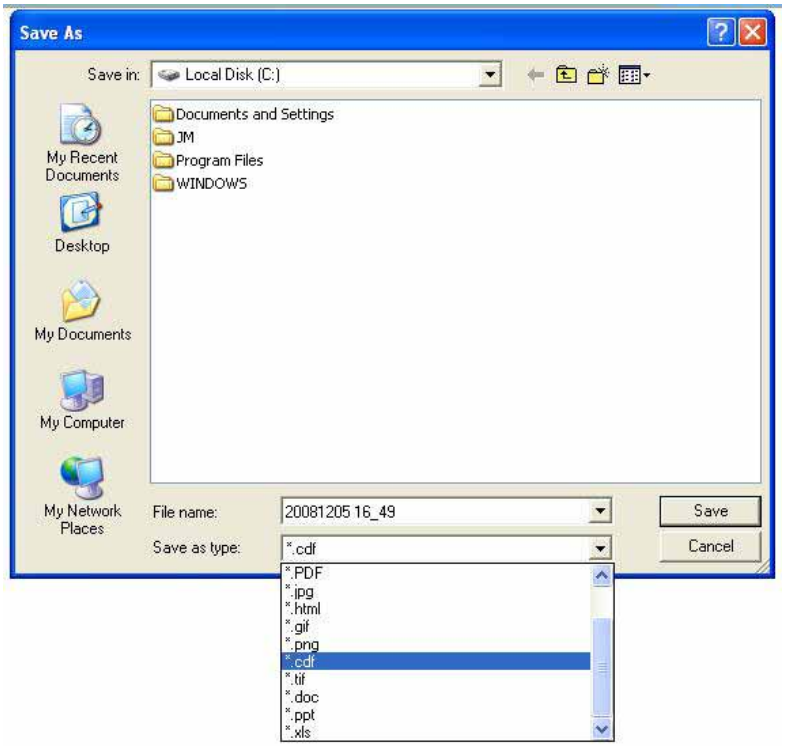
If the layout of current whiteboard page may be frequently used in future, you can also save it as template, which can be retrieved in Template tab. Operation is as follow:

1. Select the thumbnail of the page you want to save on Page tab.

2. Click the menu arrow on page thumbnail, and then select *“Save as Template”*.



The Save as dialog box appears:

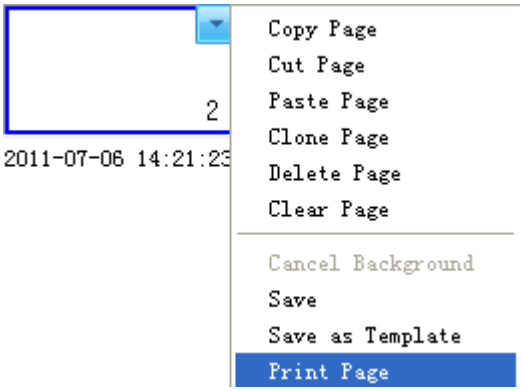


3. Click *"Save"* to save the current page as template. By default, the template will be saved in User-defined Template folder and named according to current time.

6.14 Print a Page

1. Select the thumbnail of the page you want to print on Page tab.

2. Three ways to print a page:
1) Click *"File > Print Current Page"* on Menu Bar;
2) Click the menu arrow on page thumbnail, then select *"Print Page"*;



3) Right-click on page thumbnail, then select *"Print Page".*

Chapter 7 Creating Objects

IQBoard Software provides many tools to create various objects. In Windows Mode, you can use tools on Floating Tools toolbar. In the main window, you can use tools on Menu Bar, Drawing Tools toolbar and Floating Tools toolbar. In Full Screen Mode, you can use drawing tools on Floating Tools toolbar.

Note: *When creating objects, if the stroke color is the same as the background color, the stroke will be displayed in reversed color automatically.*

7.1 Freehand Drawing Tools

Freehand Drawing Tools are the most frequently used tools, with which you can annotate, write and draw on the interactive screen. IQBoard Software provides seven Freehand Drawing Tools, including Pencil, Brush Pen, Pen, Washing Pen, Broad Pen, Creative Pen and Magic Pen. Each tool has its unique characters.

1. Three ways to select a Freehand Drawing Tool:
1) Click *"Draw > Freehand Drawing Tools"* on Menu Bar, then select a Freehand Drawing Tool;
2) Select a Freehand Drawing Tool from Common Tools toolbar;
3) Select a Freehand Drawing Tool from Floating Tools toolbar.

2. Adjust its properties if necessary. Refer to ***7.1.8 Customize Freehand Drawing Tools*** for details.

3. Create freehand objects by writing or drawing on the interactive screen.

7.1.1 Pencil

Pencil has the characteristic of trim and smooth writing, and is fit for calligraphy of letter, figure and common character. You can adjust color, thickness, transparency and arrow effect for Pencil tool.

7.1.2 Brush Pen

Brush Pen is a writing effect based on the characteristic of traditional calligraphy from some Asian countries, such as China, Korea and Japan. It shows the writing art of brush pen brilliantly. You can adjust color and thickness for Brush Pen tool.

7.1.3 Pen

Pen has the pen-writing characteristic which can show the art of pen-writing brilliantly and is fit for superscription, signature and other cases that need pen-writing effect. You can adjust color, thickness and transparency for Pen tool.

7.1.4 Washing Brush

Washing Brush is a writing effect based on the writing feature of Arabic. You can adjust color, thickness and transparency for Washing Brush tool.

7.1.5 Broad Brush

Broad Brush is a writing effect of using several washing brushes in different colors to write together, usually used in case requiring special emphasis, such as title and frame, etc. You can adjust color, thickness and transparency for Broad Brush tool.

7.1.6 Creative Pen

Creative Pen is a freehand drawing tool by which you can draw objects in gradient or pattern to add colorful elements to your courseware. You can adjust grid pattern, gradient, thickness and arrow effect for Creative Pen tool.

7.1.7 Magic Pen

Objects drawn by Magic Pen will fade out in 8 seconds. Magic Pen also has tool recognition to open Reveal Screen, Spotlight, Magnifier and even to delete an object by drawing given shapes. You can adjust color, thickness and arrow effect for Magic Pen tool.

7.1.8 Customize Freehand Drawing Tools

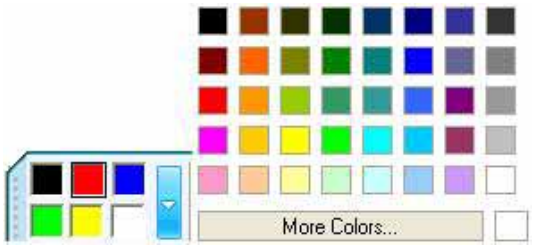
You can customize the properties of Freehand Drawing Tools as follow.

7.1.8.1 Color

IQBoard Software provides 6 color buttons on Properties toolbar (except Creative Pen). Select one of them to change the color of Freehand Drawing Tool. To apply other colors, operation is as follow:

1. Double-click any color button or click the menu arrow of Color section.

2. Select the color you want from the Color list. The new color will replace the color in the current color button.



Note:

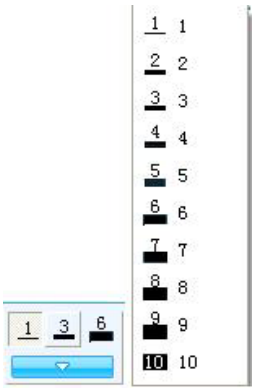
1. *Broad Brush is different from other Freehand Drawing Tools in color settings. There are 6 color buttons in total. By selecting a color for each color button, you will get a combined writing effect of 6 colors. In case you don't want to use 6 colors, for instance only 3, then set the last 3 color buttons as white.*
2. *Creative Pen provides 6 gradients and 6 patterns by default. You can adjust color by clicking menu arrow or double-clicking any color button.*

7.1.8.2 Thickness

IQBoard Software provides 3 thickness buttons on Properties toolbar. Select one of them to change the thickness of Freehand Drawing Tool. To apply other thicknesses, operation is as follow:

1. Double-click any thickness button or click the menu arrow of Thickness section.

2. Select the thickness you want from Thickness list. The new thickness will replace the thickness in the current thickness button.

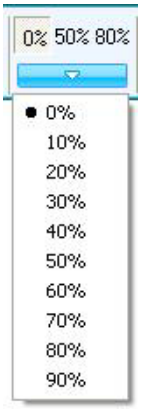


7.1.8.3 Transparency

IQBoard Software provides 3 transparency buttons on Properties toolbar. Select one of them to change the transparency of Freehand Drawing Tool. To apply other transparencies, operation is as follow:

1. Double-click any transparency button or click the menu arrow of Transparency section.

2. Select the transparency you want from Transparency list. The new transparency will replace the transparency in the current transparency button.



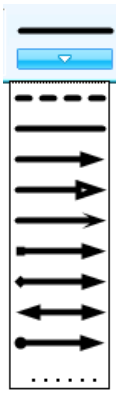
Note: *You cannot set the transparency of Brush Pen tool.*

7.1.8.4 Arrow Effect

IQBoard Software provides several arrow effects for Pencil tool, Creative Pen tool and Magic Pen tool. To apply an arrow effect, operation is as follow:

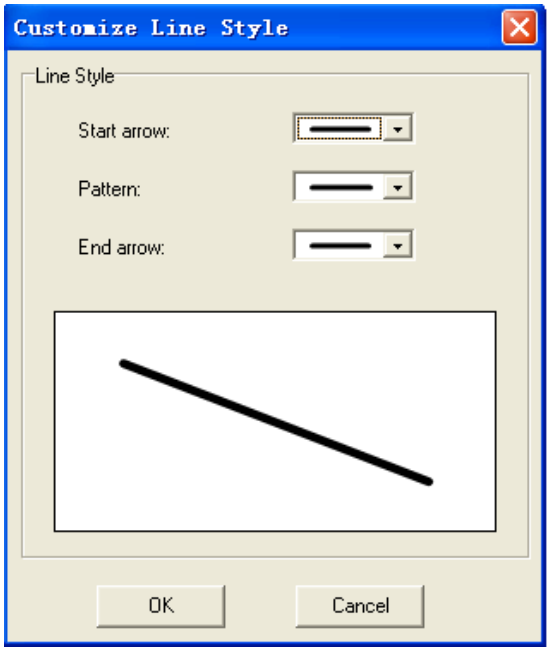
1. Click the menu arrow of Arrow section.

2. Select the arrow effect you want from Arrow Effect list.



To customize your own line styles:

1. Click at the bottom of Line Style list.
2. Select start arrow, end arrow and line pattern accordingly.

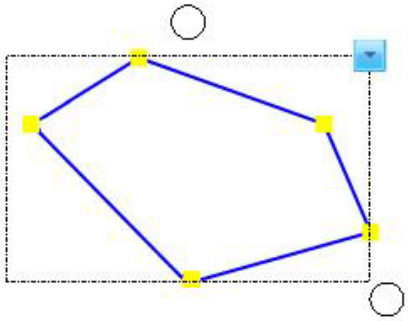


7.1.8.5 Fill

You can fill color, gradient, grid pattern, or image to a closed freehand drawing object. Refer to ***7.11 Fill*** for details.

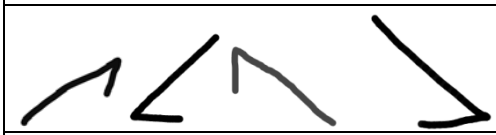
7.1.8.6 Shape Recognition

Pencil tool also has Shape Recognition function. If you enable this function, the stroke drawn by Pencil will be automatically revised to Solid Line, Arc, Circle, Rectangle, Triangle or Polygon, and adjacent Solid Lines will be automatically combined to polygons. To enable this function, click on Properties toolbar. You can click and drag any corner point to alter the shape.



7.1.8.7 Tool Recognition

Magic Pen tool also has Tool Recognition function. If you enable this function, you can open Spotlight, Magnifier, Reveal Screen and Object Eraser with Magic Pen.

	Drawing a circle to open Spotlight.
	Drawing a square to open Magnifier.
	Drawing a left or right arrow to open Reveal Screen (Left-right).
	Drawing an up or down arrow to open Reveal Screen (Top-bottom).
	Drawing an inclined arrow to open Reveal Screen (All-directions).
	Scribbling on an object to clear it.

7.2 Line

IQBoard Software provides different kinds of straight lines. To draw a straight line on screen, operation is as follow:

1. Three ways to get Line tool:
1) Click *"Draw > Line"* on Menu Bar;

2) Click on Common Tools toolbar;

3) Click on Floating Tools toolbar.

2. Choose one of available lines, and adjust its properties if necessary. Refer to following ***Customize Line*** for details.

3. Create a straight line by pressing where you want the line to start and dragging to where you want the line to end.

Customize Line
To customize the properties of Line tool, for Color, Thickness, Transparency and Arrow Effect , please refer to ***7.1.8 Customize Freehand Drawing Tools***, details are as follow:

Color: refer to ***7.1.8.1 Color***

Thickness: refer to ***7.1.8.2 Thickness***

Transparency: refer to ***7.1.8.3 Transparency***

Arrow Effect: refer to ***7.1.8.4 Arrow Effect***

Show Length
When you add a line to your whiteboard page, you can display the line length. Operation is as follow:

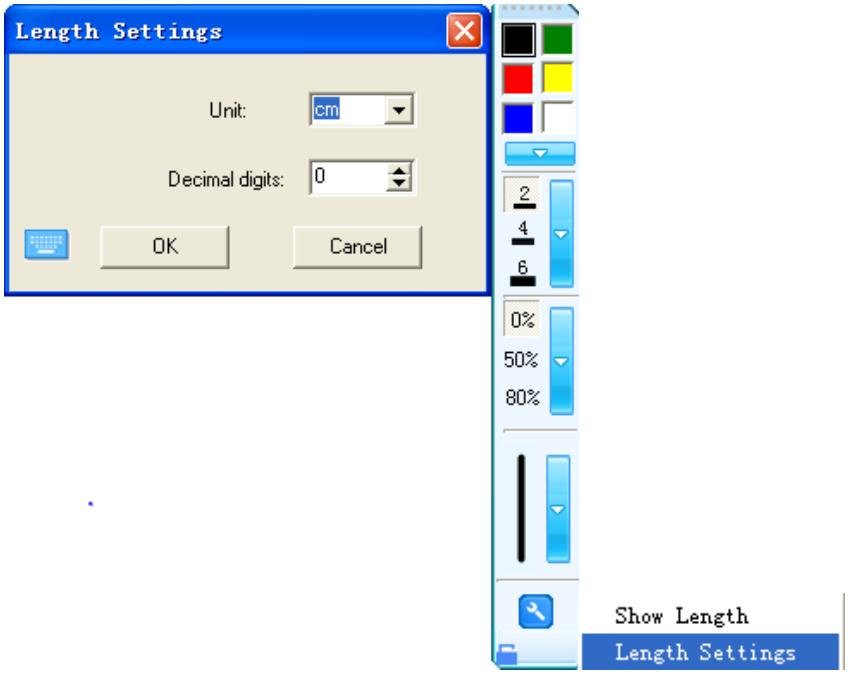
1. Click on Properties toolbar.

2. Select *"Show Length"*.

You can also set the unit and decimal digits of length. To modify the length properties, operation is as follow:

1. Click on Properties toolbar.

2. Select *"Length Settings"*.
3. Set the unit and decimal digits of length.



Note: *In order not to change the length display even when dragging the object, you can select "Lock" at right-click menu.*

7.3 Shapes

IQBoard Software provides different kinds of 2D and 3D shapes. To add a shape on screen, operation is as follow:

1. Three ways to get Shape tool:
1) Click *"Draw > 2D Shapes/3D Shapes"* on Menu Bar;

2) Click on Common Tools toolbar;

3) Click on Floating Tools toolbar.

2. Select a 2D or 3D shape, and adjust its properties if necessary. Refer to following ***Customize Shapes*** for details.

3. Create a shape by pressing where you want to place the shape on screen and dragging until the shape is shown in the size you want.

Note: *You can create perfect circles, squares, triangles and other shapes by pressing and holding "Shift" key as you draw the shape.*

Customize Shapes

You can customize the properties of Shapes tool. For Color, Thickness and Transparency, please refer to ***7.1.8 Customize Freehand Drawing Tools***, details are as follow:

Color: refer to ***7.1.8.1 Color***

Thickness: refer to ***7.1.8.2 Thickness***

Transparency: refer to ***7.1.8.3 Transparency***

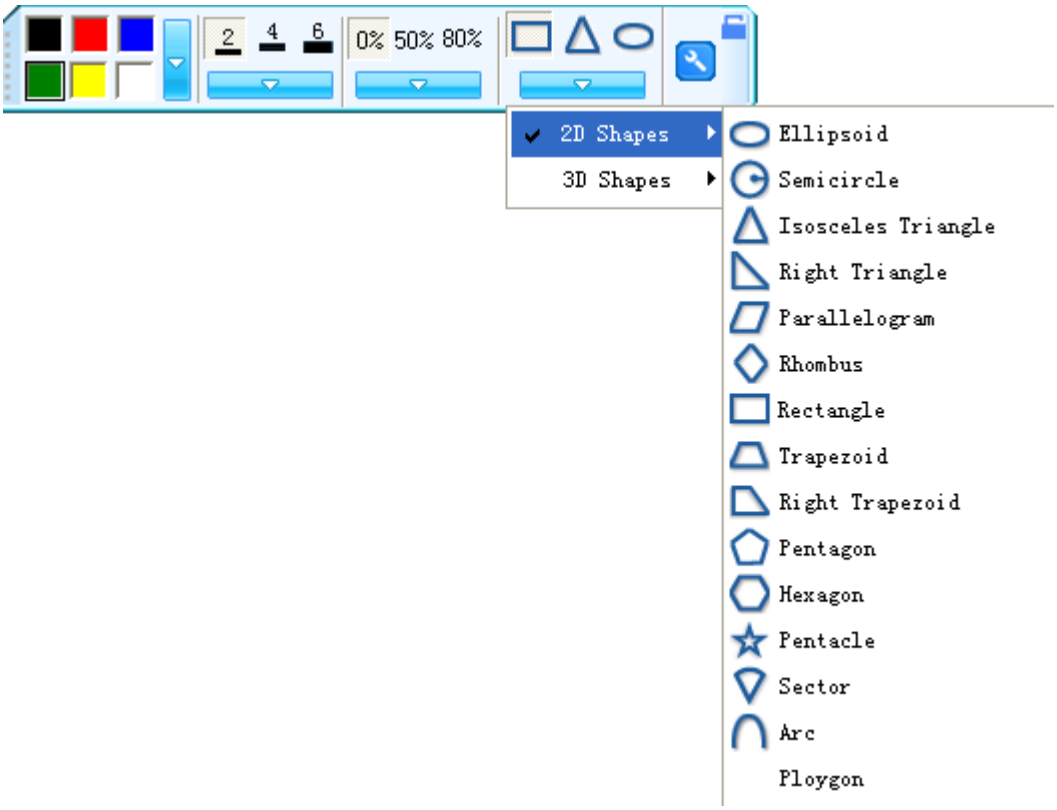
For other properties, please see as follow.

Style

IQBoard Software provides 3 shape buttons on Properties toolbar of Shapes tool, including Rectangle, Triangle and Circle by default. To apply other shapes, operation is as follow:

1. Two ways to get Shape tool:
1) Click *"Draw > 2D/3D Shapes"* on Menu Bar;
2) Double-click any shape button or click the menu arrow of Shape section.

2. Select the shape you want from the Shape list.



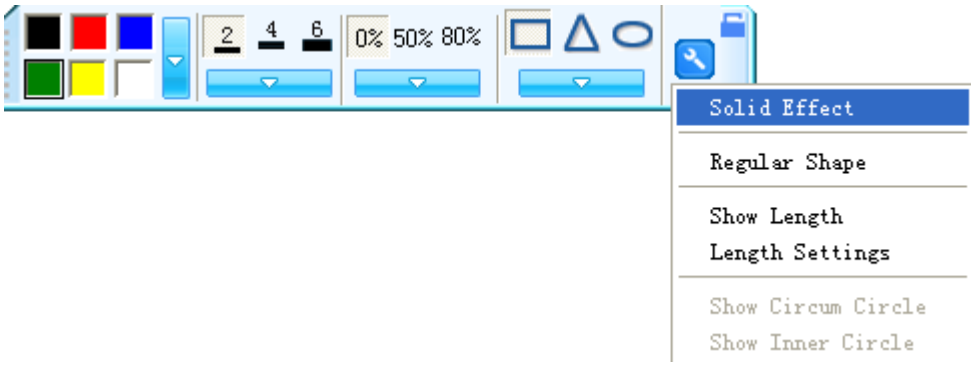
Solid/Outlined Effect

IQBoard Software allows you to adjust Solid/Outlined Effect for Shapes. To draw a solid shape, you can do as follow:

1. Click on Properties toolbar.

2. Select *"Solid Effect"*.

Otherwise, the shape will be outlined only.

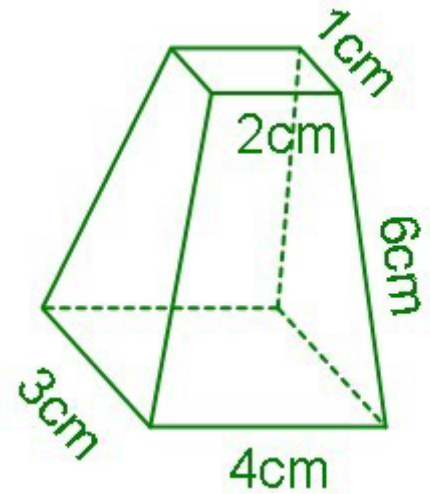


Regular Shape

When this item is selected, the shape you create will be regular.

Show Length

When you add a shape to your whiteboard page, you can display the length of each side. The operation is the same as ***Show Length in 7.2 Line***.

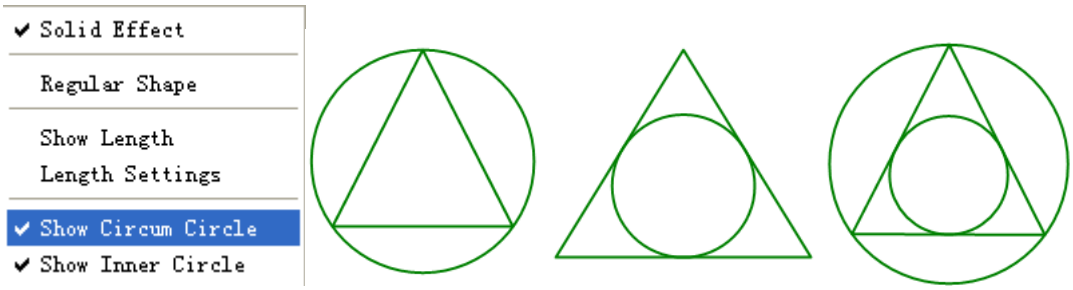


Show Circum/Inner Circle

You can display Circum Circle or Inner Circle for any Right Triangle, Isosceles Triangle or Regular Shape. Operation is as follow:

1. Click on Properties toolbar.

2. Select *"Show Circum Circle"* or *"Show Inner Circle"*.



Fill

You can fill color, gradient, pattern or image to a shape. Refer to ***7.11 Fill*** for details.

7.4 Point to Point

This tool allows you to create a polygon or a polyline. Operation is as follow:

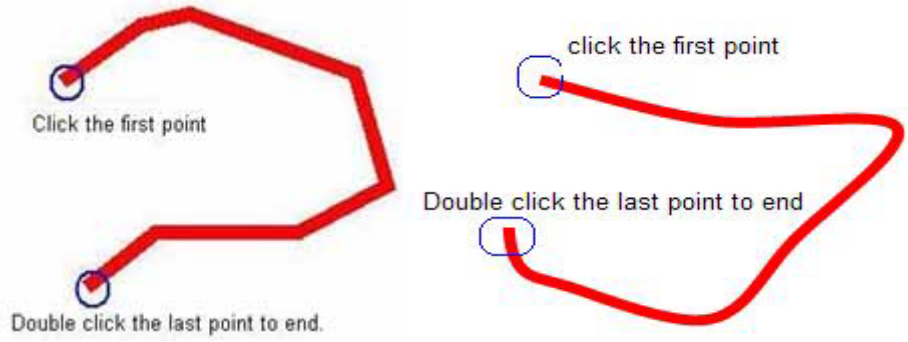
1. Three ways to get Point to Point tool:
1) Click *"Draw > Point to Point"* on Menu Bar;

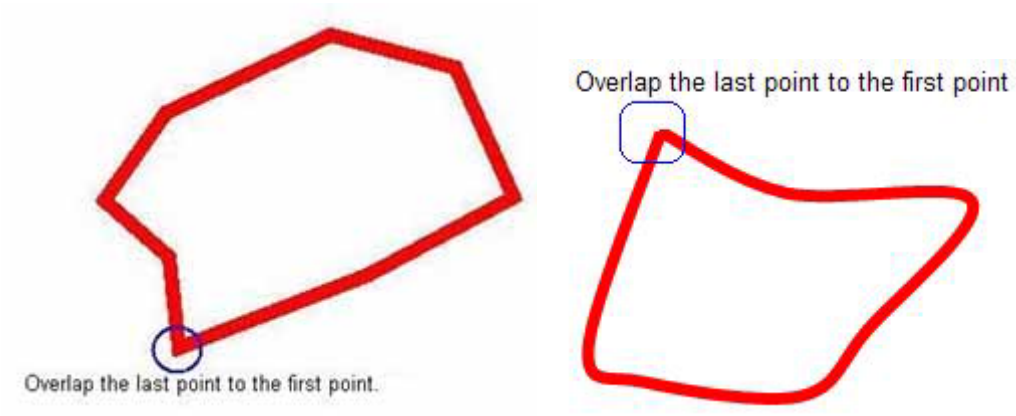
2) Click on Common Tools toolbar;

3) Click on Floating Tools toolbar.

2. Adjust its properties if necessary. Refer to following ***Customize Point to Point*** for details.

3. Click different points on screen to create a polygon or polyline. Double-click the last point to end the polygon or polyline. You can also overlap the last point with the first one to make a shape.





Customize Point to Point Tool

You can customize the properties of Point to Point, including:

Color: refer to ***7.1.8.1 Color***

Thickness: refer to ***7.1.8.2 Thickness***

Transparency: refer to ***7.1.8.3 Transparency***

Straight Line Segment/Curve Segment

You can use Straight Line Segment or Curve Segment to create a polygon or a polyline. Operation is as follow:

1. Click on Properties toolbar

2. Select *"Straight Line Segment"* or *"Curve Line Segment"*.

Solid/Outlined Effect
IQBoard Software allows you to adjust Solid/Outlined Effect for a polygon. Operation is the same as you do for Shapes. Please refer to Solid/Outlined Effect in 7.3 Shapes .

Fill
You can fill color, gradient, pattern, or image to a polygon. Refer to ***7.11 Fill*** for details.

7.5 Function

IQBoard Software provides different kinds of function graphs. To create a function graph on screen, operation is as follow:

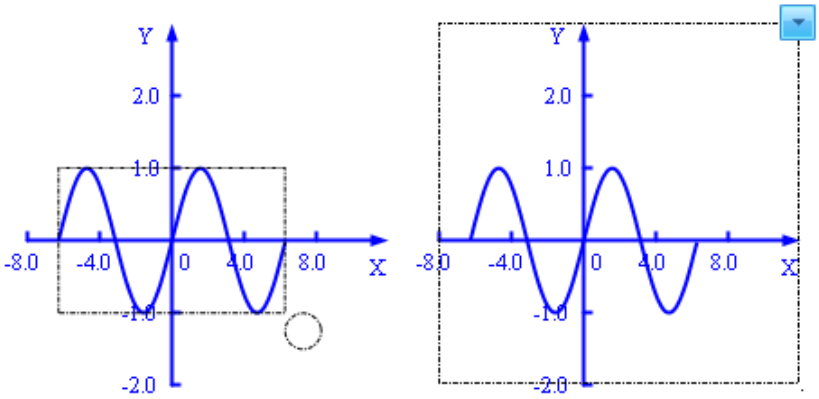
1. Three ways to get Function tool:
1) Click *"Draw > Function"* on Menu Bar;
2) Click on Common Tools toolbar;

3) Click on Floating Tools toolbar.

2. Choose one of the available function graphs, and adjust its properties if necessary. Refer to following ***Customize Function*** for details.

3. Click where you want to place the function graph on screen.

On whiteboard page, you can click on the area of function curve (a rectangle area surrounding the function curve) to select only the function curve, as the following Fig. ①; you can also click on the area of coordinate system (outside the area of function curve) to select the whole function graph, as Fig.②.



① ②

Customize Function

You can customize the properties of Function tool, including:

Color: refer to ***7.1.8.1 Color***

Thickness: refer to ***7.1.8.2 Thickness***

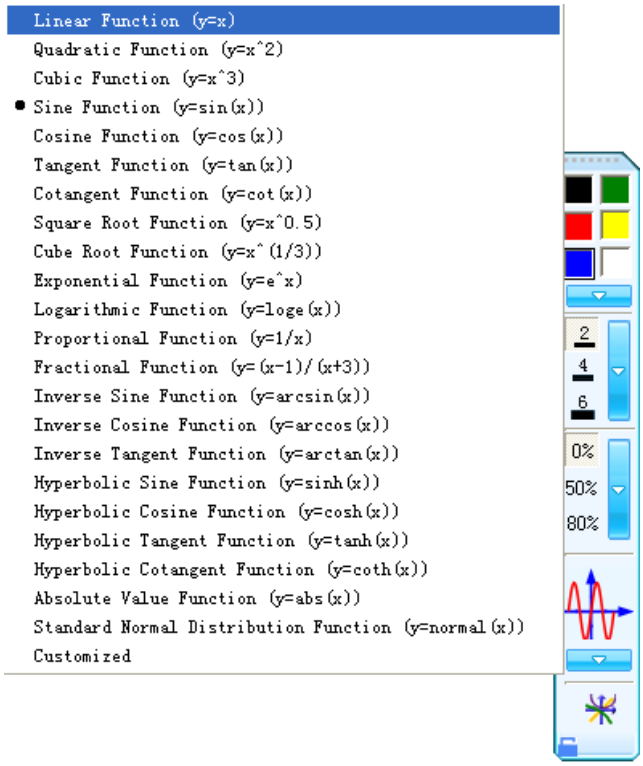
Transparency: refer to ***7.1.8.3 Transparency***

Function Expression

IQBoard Software provides various function expressions. To select a function expression, operation is as follow:

1. Click the setting button of Function section.

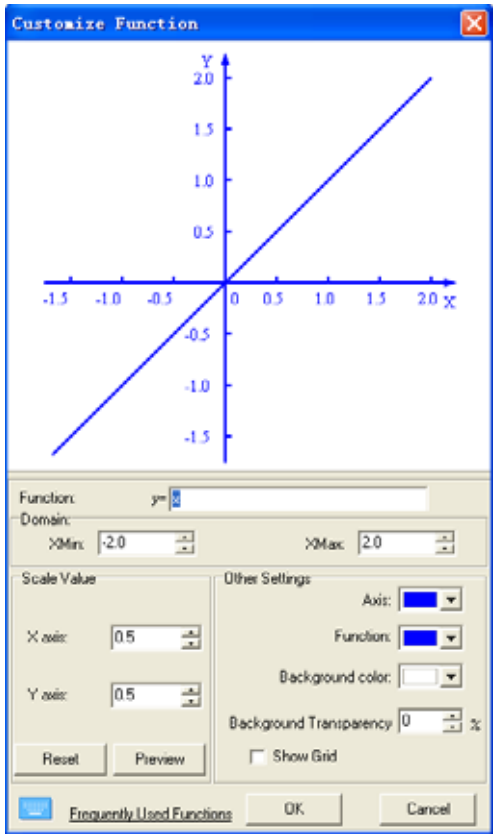
2. Select the function you want from the Function list.



To customize your own function expression, you can do as follow:

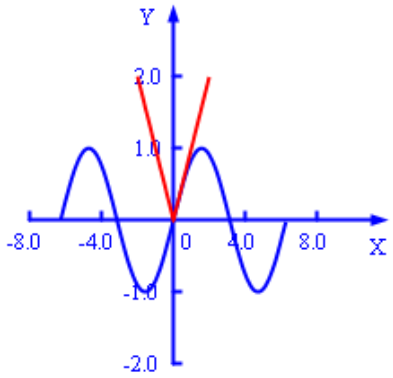
1. Click *"Customized"* at the bottom of the Function list;

2. Define the function, domain, scale value and other settings.



Share Coordinate System

You can put all functions together on one coordinate system by clicking at the bottom of the Properties toolbar. If Share Coordinate System is selected already, you can click it again to cancel.



7.6 Pie Chart

You can use Pie Chart to illustrate relative magnitudes, frequencies or percents. Operation is as follow:

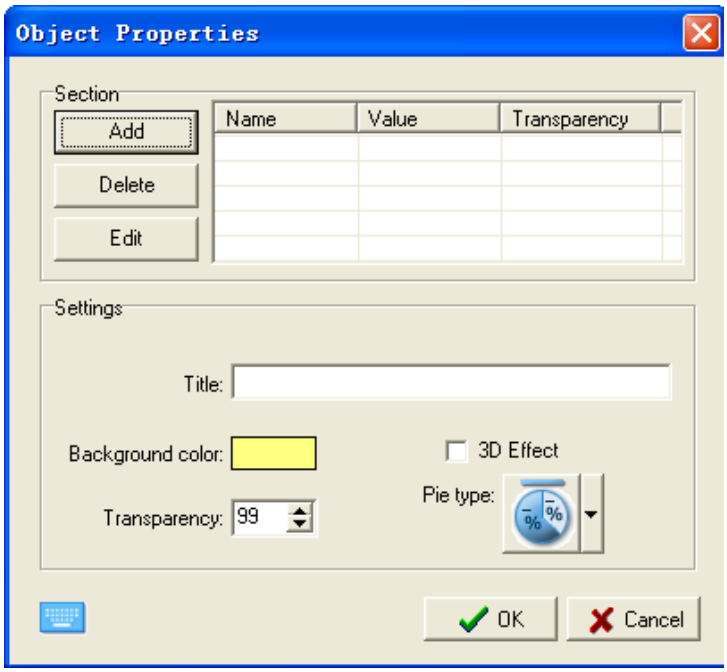
1. Three ways to get Pie Chart tool:

1) Click *"Draw > Pie Chart"* on Menu Bar;

2) Click on Common Tools toolbar;

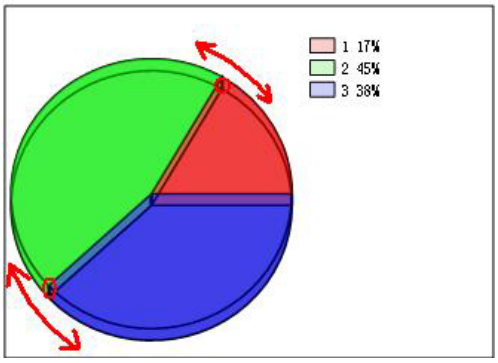
3) Click on Floating Tools toolbar.

2. Click where you want to put Pie Chart on screen. The setting window of Pie Chart will appear as follow.



3. In above setting window, you can set Name, Value and Transparency for each section. You can also set Title, 3D Effect, Background Color, Transparency and Style for Pie Chart.

4. Click *"OK"* button on the setting window, then relevant Pie Chart will be displayed on the whiteboard page.



Note:

1. You can modify the magnitude of each sector and separate one or more sectors from Pie Chart. You can also use Fill tool to change the color of each sector.

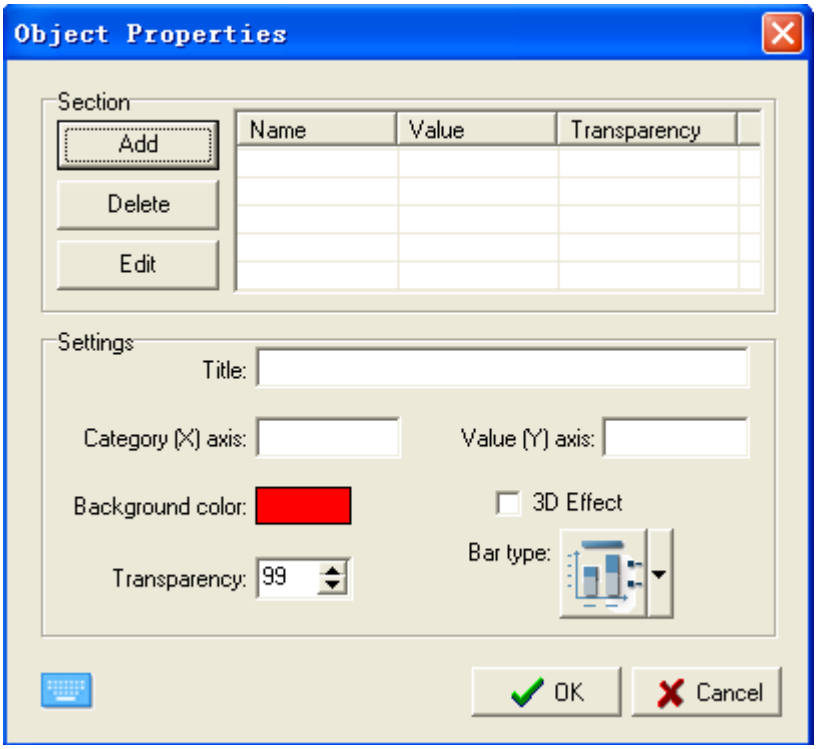
2. A maximum 20 characters for Name and 10 for Value in setting Pie Chart.

7.7 Bar Chart

You can use Bar Chart to compare two or more values. Please do as follow to create a Bar Chart on screen.

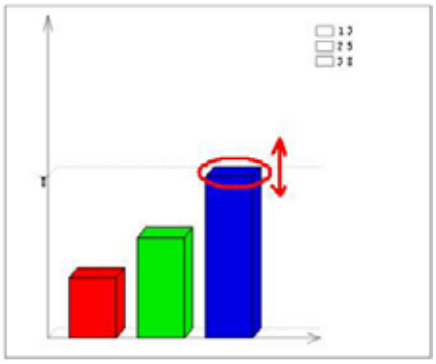
1. Three ways to get Bar Chart tool:
1) Click *"Draw > Bar Chart"* on Menu Bar;
2) Click on Common Tools toolbar;
3) Click on Floating Tools toolbar.

2. Click where you want to put Bar Chart on screen. The setting window of Bar Chart will appear as follow.



3. In above setting window, you can set Name, Value and Transparency for each bar. You can also set Title, Category (X) Axis, Value (Y) Axis, Background Color, 3D Effect, Transparency and Style for Bar Chart.

4. Click *"OK"* on the setting window, then relevant Bar Chart will be displayed on the whiteboard page.



Note:

1. You can modify the magnitude of each bar directly on Bar Chart. You can also use Fill tool to change the color of each bar.

2. A maximum 20 characters for Name and 10 for Value in setting Bar Chart.

7.8 Table

You can add tables to your page. After you create a table, you can insert text and object into the table cells and customize the table.

7.8.1 Create a Table

1. Three ways to get Table tool:
1) Click *"Draw > Table"* on Menu Bar;
2) Click on Common Tools toolbar;
3) Click on Floating Tools toolbar.

2. Set row number and column number. You can also set the border color, thickness and transparency if you want. Refer to ***7.8.9 Customize Table*** for details.

3. Create a table by pressing where you want to place the table on screen and dragging until the table is in the size you want.

7.8.2 Resize Column and Row

To resize a column:
1. Rest the cursor on column boundary you want to move until it becomes a resizing pointer;
2. Drag the boundary to resize the column.

To resize a row:
1. Rest the cursor on row boundary you want to move until it becomes a resizing pointer;
2. Drag the boundary to resize the row.

7.8.3 Add Objects to Table

To add an object to the table:
1. Select the target object;
2. Drag the object to the table cell.

To move object from one cell to another:
1. Select the target object;
2. Drag the object from one cell to another.

To remove an object from a table:

1. Click ;

2. Select .

3. Click the cell which includes the object.

7.8.4 Select Table or Cell

To select a table:

1. Click ;

2. Then do one of the followings:
1) Click inside the table;
2) Click outside the table, and drag a rectangle surrounding the table.

To select a cell:

1. Click ;

2. Then do one of the followings:
1) Click inside the table, and then click inside the cell;
2) Click inside, but near to a corner of the cell, and then drag to the opposite corner.

To select multiple cells:

1. Click ;

2. Press inside the top and leftmost cell, and then drag to the bottom and rightmost cell.

Note: *If you select multiple cells and drag them to a different position on the page, you will create a new table consisting of the selected cells and their contents.*

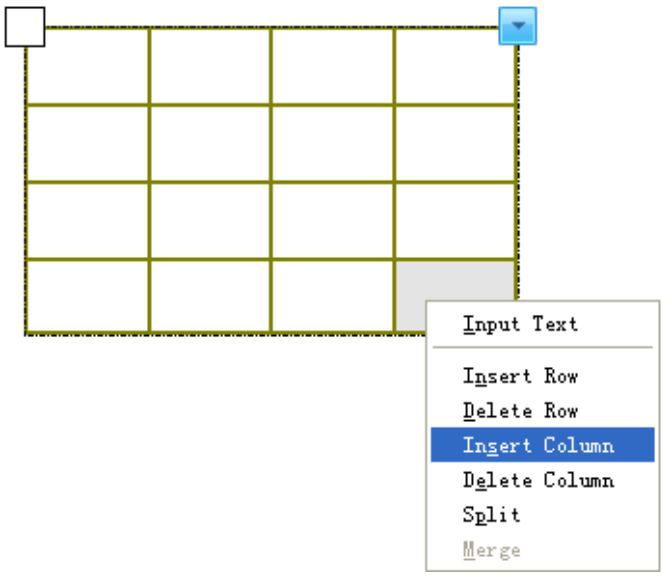
7.8.5 Move Table

Operation is as follow:
1. Select the table.
2. Click the square at the upper left corner of the table, and then drag the table to a different position on the page.

7.8.6 Add/Remove Column and Row

To add a column:
1. Select a cell.
2. Right-click in the cell, and then select *“Insert Column”*.

A new column appears to the right of the current column.



To add a row:
1. Select a cell.
2. Right-click on the cell, and then select *"Insert Row"*.

A new row appears below the current row.

To remove a column/row:
1. Select a cell.
2. Right-click on the cell, and then select *"Delete Column"* or *"Delete Row"*.

7.8.7 Split and Merge Cell

To split a cell:
1. Select the cell.
2. Right-click on the cell, and then select *"Split Cell"*.

To merge cells:
1. Select the cells.
2. Right-click on the cells, and then select *"Merge Cells"*.

7.8.8 Insert Text into Cell

1. Select the cell.
2. Do one of the followings:
1) Double-click the cell;
2) Right-click on the cell, and then select *"Insert Text"*.

7.8.9 Customize Table

You can customize the properties of Table, including:

Color: refer to ***7.1.8.1 Color***

Thickness: refer to ***7.1.8.2 Thickness***

Transparency: refer to ***7.1.8.3 Transparency***

Column and Row number
You can set column and row numbers directly on Properties toolbar.

Fill
You can fill color, gradient, pattern, or image to each cell. Refer to ***7.11 Fill*** for details.

7.9 Text

You can insert text on a page and customize its font, size and color.

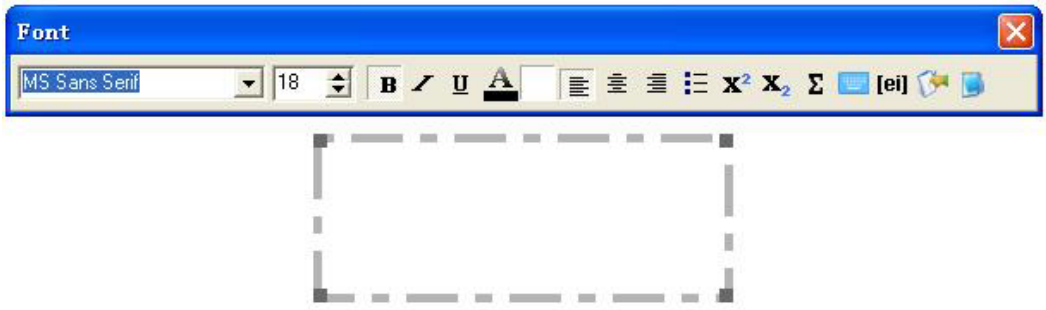
7.9.1 Input Text on Page

1. Three ways to input Text on the board page
1) Click *"Draw > Text"* on Menu Bar;

2) Click on Common Tools toolbar;

3) Click on Floating Tools toolbar.

2. Click where you want the text to start on the page. Text Box and Font toolbar will appear.



3. Change the text format through Font toolbar if necessary. You can also annotate phonetic symbols for text in English by clicking [ei].

Note: If you are teaching Chinese in your class, you need change the interface language to Chinese first. Get Text tool the same way and then you can click mǎ to annotate phonetic symbols (Pinyin) for text in Chinese. However, you need to install Microsoft Pinyin IME 2003 to enable this function.

4. Type your text.

5. After you finish inputting, click outside of Text Box.

7.9.2 Input Text through On-screen Keyboard

Click on Font toolbar or Assistant Tools toolbar, then an On-screen Keyboard appears. You can input text through On-screen Keyboard.

7.9.3 Input Text through Handwriting

IQBoard Software offers Handwriting Recognition function that can support Chinese Simplified, Chinese Traditional, English U.S., English U.K., French, German, Italian, Spanish, Japanese and Korean. Operation is as follow:

1. Two ways to get Handwriting Recognition tool:

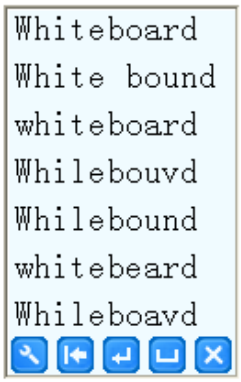
1) Click on Font toolbar or Assistant Tools toolbar;

2) Click *"Tools > Handwriting Recognition"* on Menu Bar.

A Handwriting Recognition toolbar appears.

2. IQBoard Software can recognize your handwriting as Letter, Number or Symbol. You can click on Handwriting Recognition toolbar, and select the recognition type.

3. Write on the whiteboard page, then a menu appears and displays the list of matching words.



4. Select a word from the list of matching words. If you have opened a Text Box, the selected word will appear on Text Box. Otherwise, it will appear on the whiteboard page.

Note:

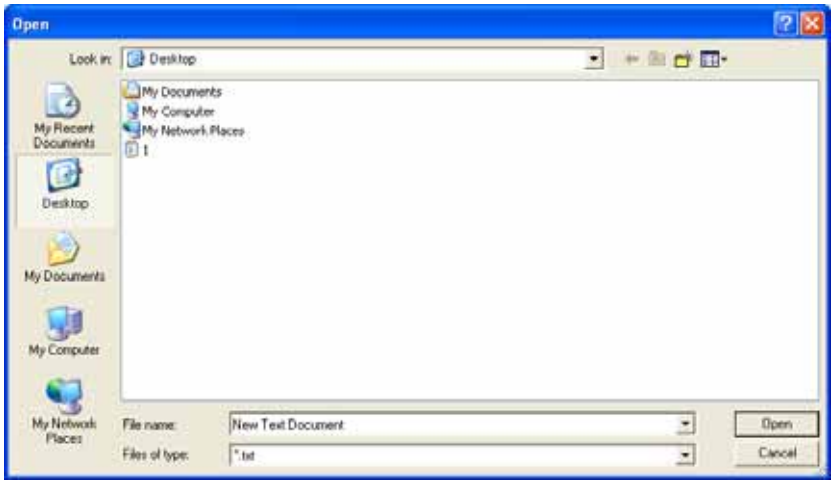
1. *You can use (Backspace), (Enter) and (Space) buttons on Handwriting Recognition toolbar to edit the text.*
2. *In Windows 7 System, if your system language is not supported by the software, IQBoard Software V5.0 will download handwriting recognition from the operating system once you click .*

5. After you finish inputting, click on Handwriting Recognition toolbar.

7.9.4 Import Text from .txt File

IQBoard Software allows you to import text from .txt file to Text Box. Operation is as follow:

1. After Text Box and Font toolbar appear, click on Font toolbar. Open window appears:



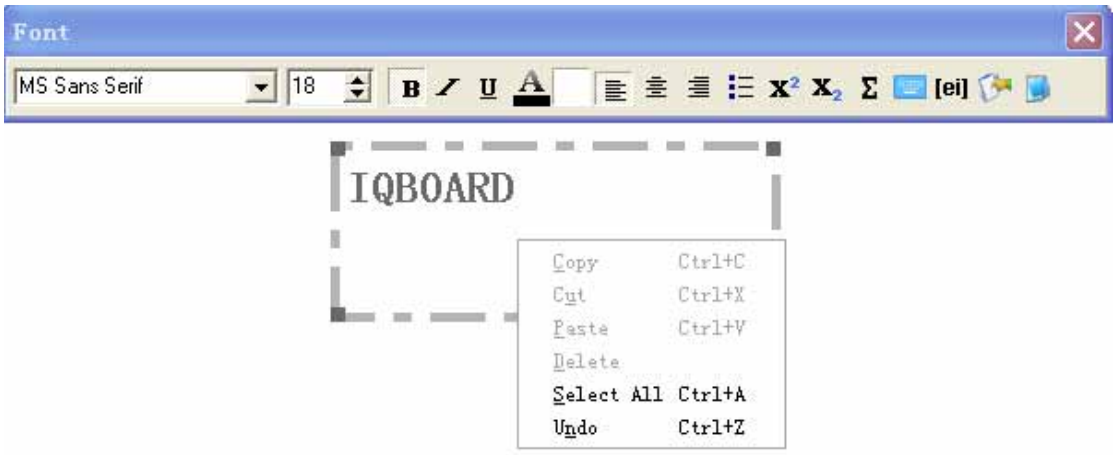
2. Browse to select the .txt file you want.

3. Click *"Open"*, then text in the .txt file will be imported into Text Box.

4. Change the text format through Font toolbar if necessary.

5. Click outside of Text Box to finish.

> ***Note:*** *Right-click on Text Box, a menu with basic text editing functions will appear on the screen. See the picture as follow.*



7.9.5 Edit Text

IQBoard Software also allows you to re-edit the text. Operation is as follow:

1. Do one of the followings:
1) Double-click the text object;
2) Right-click on the text object, then select *"Properties"*;
3) Select the text object, click its menu arrow, and then select *"Properties"*.

Text Box and Font toolbar will appear.

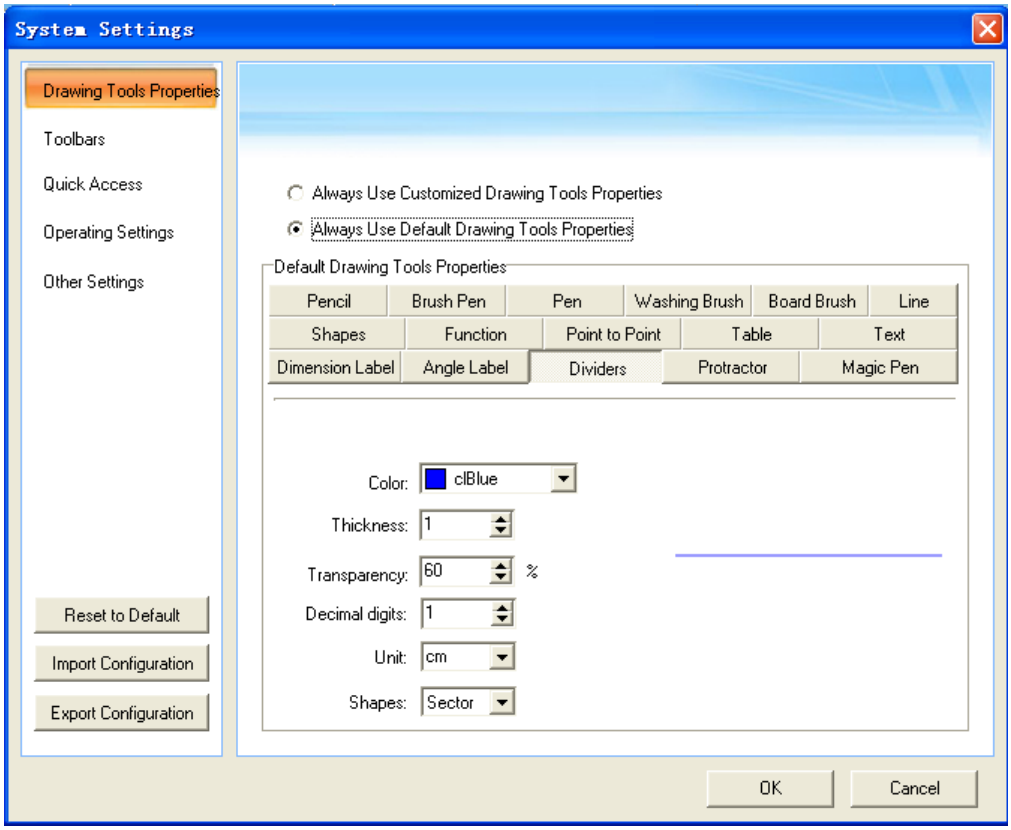
2. Modify the text in Text Box, and change text format through Font toolbar.

7.10 Math Tools

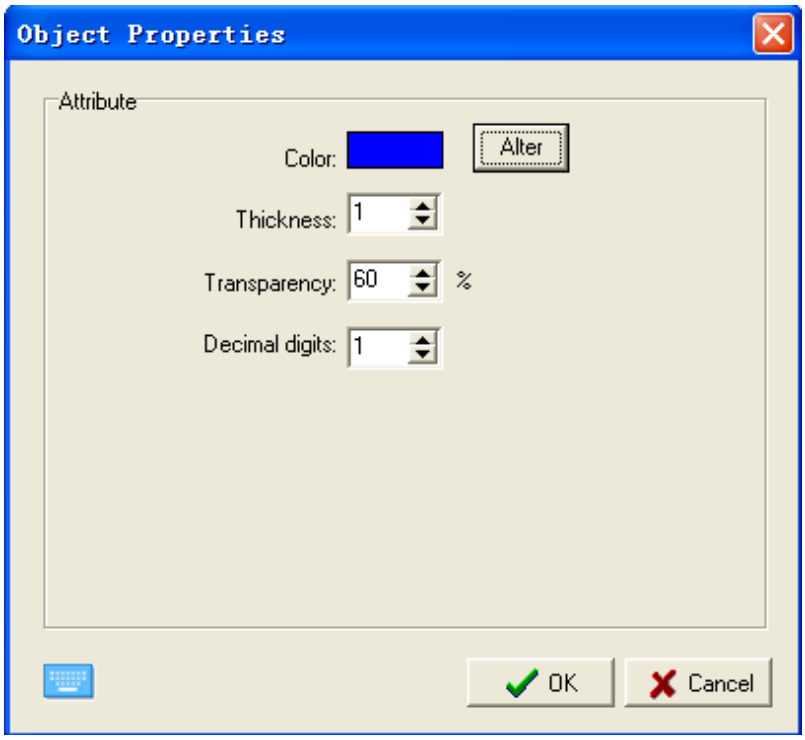
With Math Tools, you can measure an object and make labels on it. You can set default properties of the math tools by the following two ways:

With Math Tools, you can measure an object and make labels on it. You can set default properties of Math Tools in the following two ways:

1. Click *"System Settings > Drawing Tools Properties"*. The following window appears, and you can set color, thickness, transparency, decimal digits, unit, shape, etc. Then click "OK";



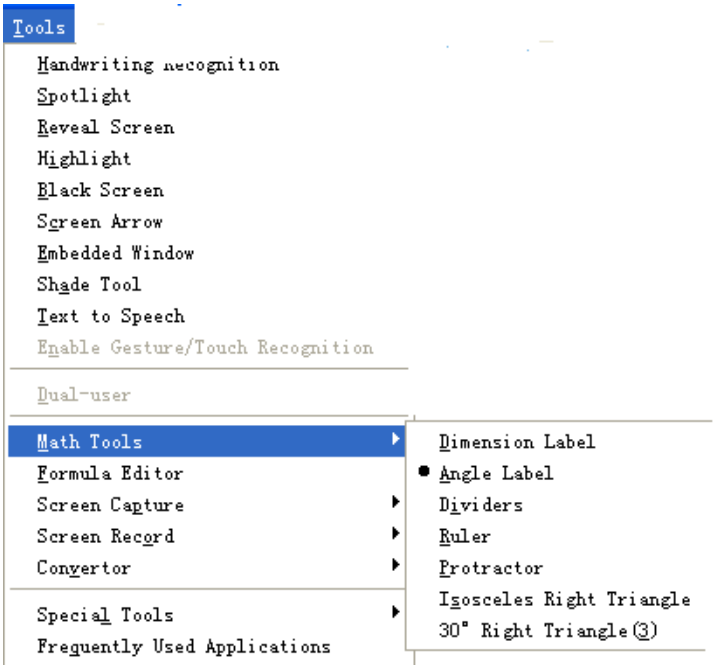
2) Right-click on the label object, and then set the properties on the following Object Properties window:



7.10.1 How to Get Function of Math Tools

Three ways to get Math Tools:

1) Click *"Tools* > *Math Tools"* on Menu Bar, then select the math tool you need;



2) Click on Drawing Tools toolbar, and Math Tools toolbar appears as follow. Then select the math tool you need;

3) Click on Floating Tools toolbar, the above Math Tools toolbar appears upright. Then select the math tool you need.

7.10.2 Dimension Label

You can make a Dimension Label for annotating distance between two points.

How to add a Dimension Label on page after selecting the tool :

1. Move the cursor onto the whiteboard page, determine the start point of the dimension, and click.
2. Move the cursor to another point on the whiteboard page and click. These two points will be linked automatically, and the length will be displayed as follow.

7.10.3 Angle Label

You can use Angle Label tool to measure an angle, and modify the magnitude of the angle again.

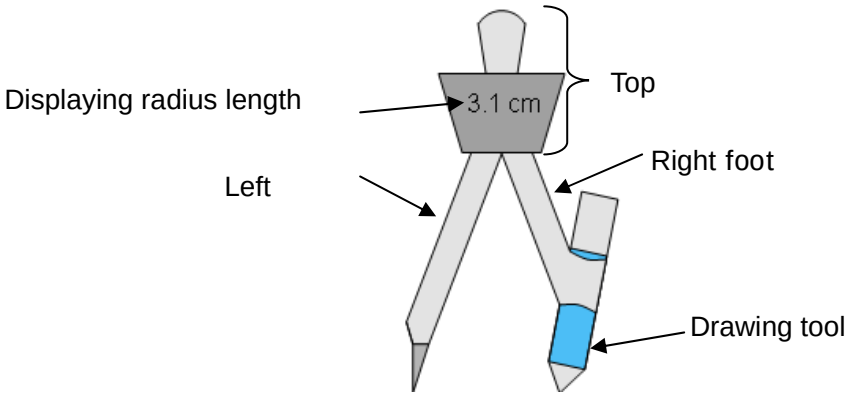
How to add an Angle Label on page after selecting the tool :

Move the cursor onto the whiteboard page and click to determine the vertex, click again to determine one side of the angle, then move the cursor, relevant angle will be displayed on the page as follow:

Note: *The displayed degree of Angle Label is the degree created by the second side rotating from the first side counterclockwise.*

7.10.4 Dividers

You can use Dividers tool to draw an arc or a sector.



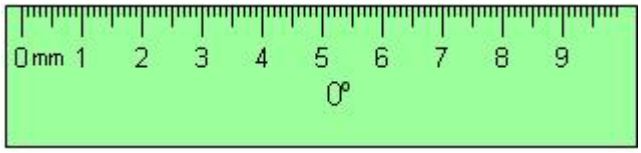
Operations guide:

Movement: Click top or left foot of the dividers, and hold to move the dividers to change its position;
Radius: Click right foot of the dividers, and hold to move to left or right horizontally, then the length of radius will change and get displayed on the dividers;
Drawing: Click and hold the drawing tool on the dividers, then rotate it for drawing.

7.10.5 Ruler

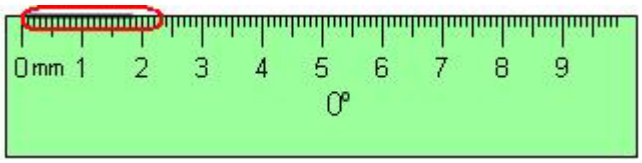
You can use Ruler tool to measure objects and to draw a line in any particular size (10cm by default; able to be extended infinitely).Operation is as follow:

1. After selecting Ruler tool , move the cursor onto the whiteboard page, determine the position of the ruler and click, then the ruler will be displayed on the whiteboard page as follow:



2. When rotating the ruler, the current angle of rotation is displayed in the center of the ruler.

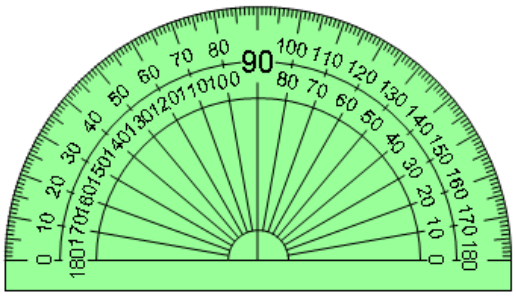
3. You can also use Freehand Drawing tools or Line tool to draw a straight line with a particular length along the scales of the ruler.



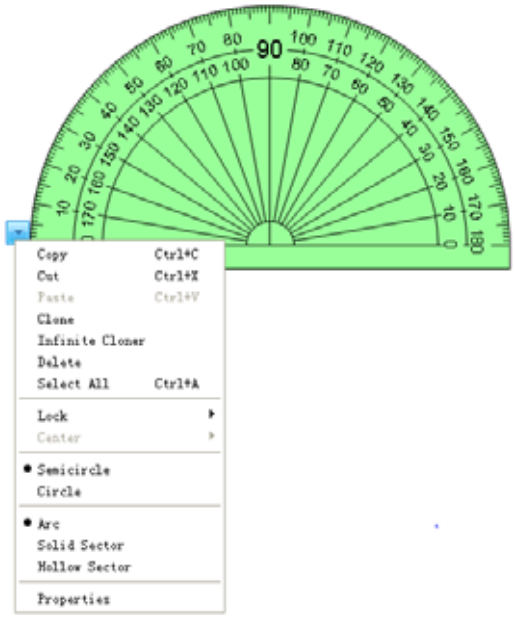
7.10.6 Protractor

You can add a protractor on the whiteboard page. You can also use the protractor to measure angle and draw arcs with a particular angle. Operation is as follow:

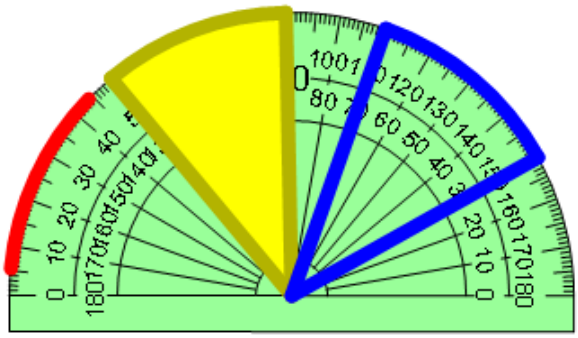
1. After selecting Protractor tool , you can move the cursor onto the whiteboard page, determine the position of the protractor and click, then the protractor will be displayed on the whiteboard page as follow:



2. You can select *"Semicircle"* (default) or *"Circle"* to display the protractor by clicking or right-clicking the protractor as follow:



3. Click or right-click the protractor to get the above menu for choosing Arc, Solid Sector or Hollow Sector, and then use Freehand Drawing Tools or Line tool to draw the selected shape along protractor scales as follows:



To draw an arc:

1) Select *"Arc"* from the right-click menu.

2) Select a Freehand Drawing Tool or Line tool.

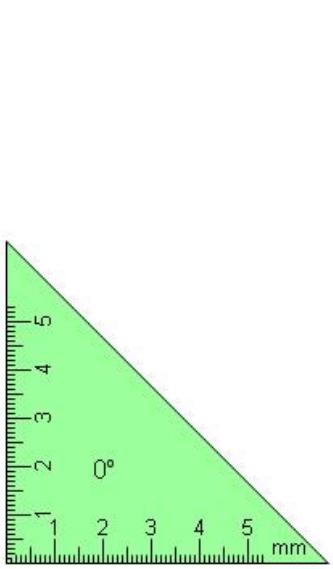
3) Move the cursor near the outside edge (the edge with scales) of the protractor. The cursor will become an arc, indicating that you can start drawing an arc.

4) Click and drag the cursor along the outside edge of the protractor to draw an arc. Release the click when the arc is in the desired angle.

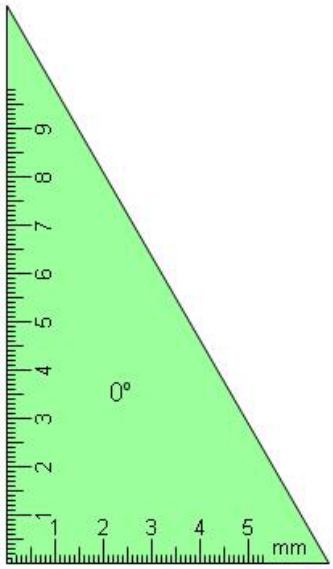
7.10.7 Right Triangle

For your convenience, IQBoard Software offers two Right Triangle tools, including Isosceles Right Triangle and 30° Right Triangle. Operation is as follow:

1. Move the cursor onto the whiteboard page, determine the position of the right triangle and click, then the right triangle will be displayed on the whiteboard as follows:

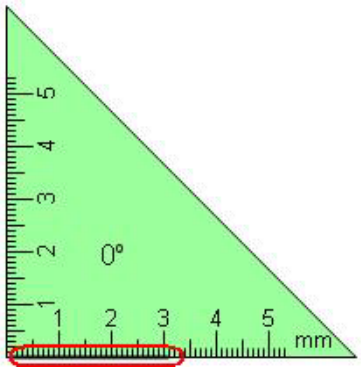


Isosceles Right Triangle



30° Right Triangle

2. You can use Freehand Drawing Tools and Line tool to draw a straight line along the scales of the right triangle. When you rotate the right triangle, the current rotation angle will be displayed in the center of the right triangle.



Note:

All Math Tools can be manipulated as an object. Refer to ***Chapter 8 Manipulating Objects*** *for details.*

7.11 Fill

You can fill color, gradient, pattern or image to any closed geometry.

To fill geometry:

1. Do one of the followings:

1) Click *"Draw* > *Fill"* on Menu Bar;

2) Click on Common Tools toolbar;

3) Click on Floating Tools toolbar.

The Fill toolbar appears.

2. Select one of the available colors, gradients, patterns, or images.

3. Click the geometry.

To apply other color:

1. Double-click any color fill button, or click the setting button beside.

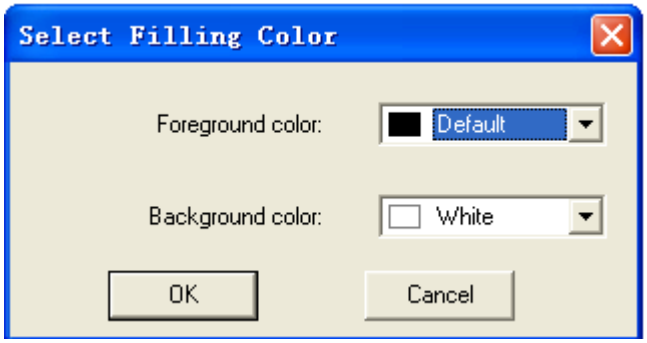
2. Select the color you want from Color list.

To apply other gradient:

1. Double-click any gradient fill button, or click the setting button beside.
2. Set the gradient in Gradient Editor.

To customize the foreground and background colors of a Pattern Fill:

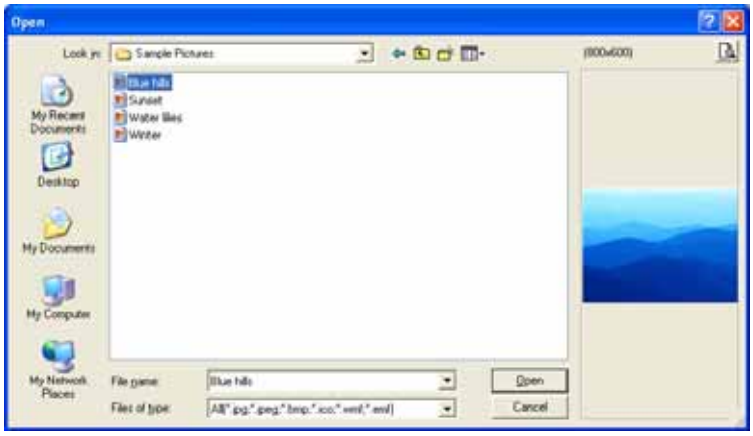
1. Double-click any pattern fill button, or click the setting button beside.
2. Set the foreground color and background color.



To select an image as Image Fill:

1. Double-click the image fill button, or click the setting button beside.

Open window appears.



2. Browse to select an image file.

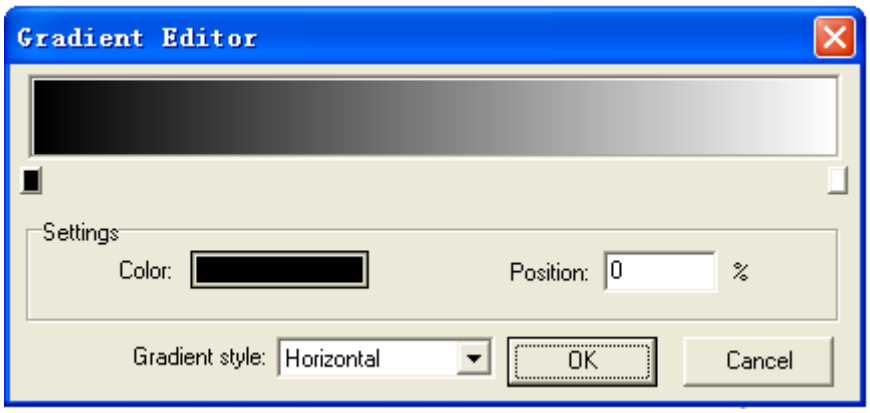
3. Click *"Open"*.

To clear the fill effect:

1. Click button.
2. Click the geometry.

Gradient Editor

Gradient Editor allows you to define a new gradient.



To add a new gradient:

1. Click below the gradient bar to define color stop(s).
2. To adjust the color, click Color bar in Settings section, and select a color from the popup window.

> ***Note:*** *To delete an intermediate color stop, simply right-click the stop.*

7.12 Formula Editor

Formula Editor allows you to add complicated math formula or chemistry equation on the whiteboard page.

To input a formula on a page:

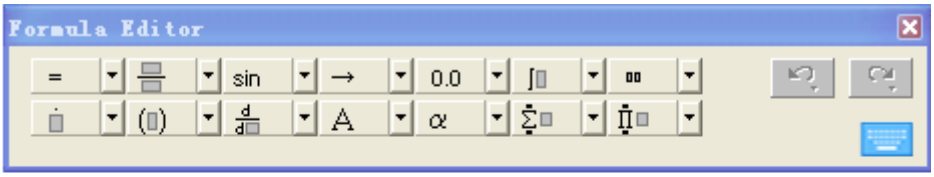
1. Do one of the followings:

1) Click *"Tools > Formula Editor"* on Menu Bar;

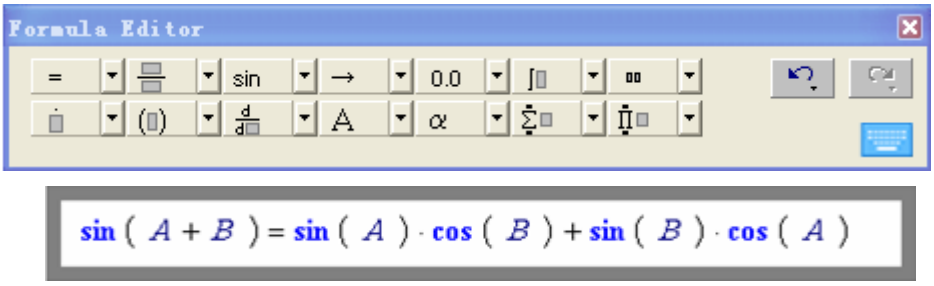
2) Click on Drawing Tools toolbar;

3) Click on Floating Tools toolbar.

2. Click on the page and Formula Editor window will appear.



3. Enter formula in Formula Edit Box.



4. Click on the page, and the formula you edit will appear.

Note: *In Windows 7 System, you can click* *in Formula Editor to enable Formula Recognition function, which allows you to enter formula through handwriting.*

7.13 Eraser

IQBoard Software provides five erasing methods, including Normal Erasers, Circle Eraser, Area Eraser, Object Eraser and Erase All.

To select an eraser, do one of the followings:
1) Click *"Draw > Eraser"* on Menu Bar, then select an eraser;

2) Click on Common Tools toolbar, then select an eraser;

3) Click on Floating Tools toolbar, then select an eraser.

Normal Erasers

Normal Erasers are used for clearing the digital ink created by Freehand Drawing Tools. There are six Normal Erasers in different sizes and shapes. Select one and

place it on the whiteboard page to erase the digital ink.

> ***Note:*** *Digital ink refers to objects drawn on screen by Pencil, Brush Pen, Pen, Washing Brush, Board Brush and Creative Pen.*

Circle Eraser

Circle Eraser can delete any object in the selected circle. Select *"Circle Eraser"* and draw a circle around the object(s) you want to erase.

Area Eraser

Area Eraser can clear any object in the selected area. Select *"Area Eraser"* and drag a rectangle around the object(s) you want to erase.

Object Eraser

Object Eraser can erase any object on the whiteboard page. Select *"Object Eraser"* and click an object to clear it.

Erase All

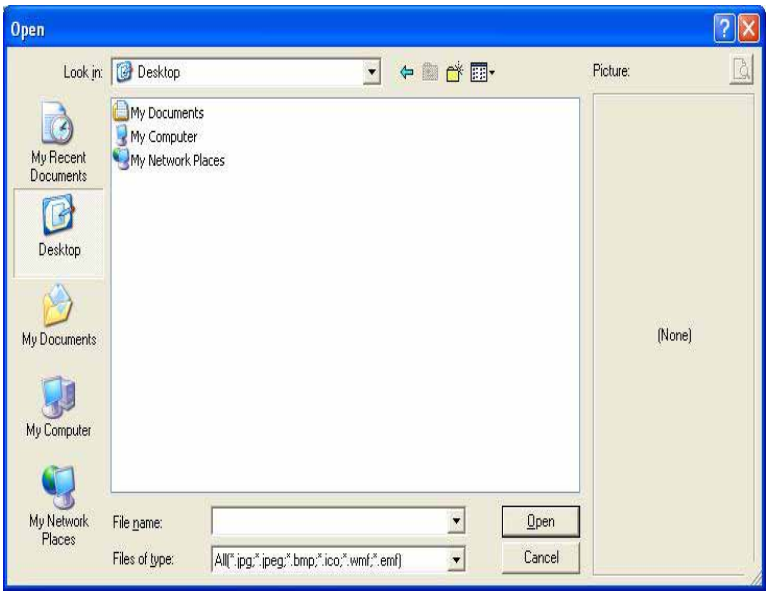
Select *"Erase All"* and click on a page to remove all objects from the page.

7.14 Insert Picture

You can insert pictures into a page. IQBoard Software supports .bmp, .wmf, .emf, .jpg, and .jpeg formats.

To insert a picture:

1. Click *"Insert > Image"* on Menu Bar. Open window appears as follow.



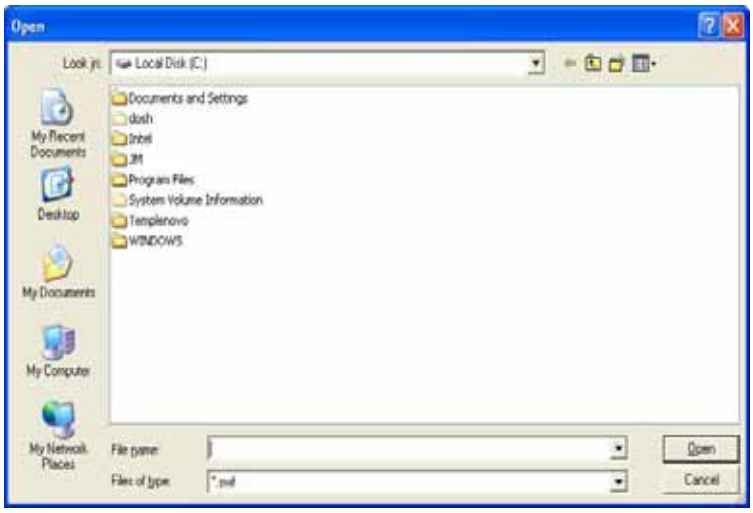
2. Browse to select the picture you want to insert, and then press *"Open".*

3. Click on the page, then the picture will appear at the upper left corner of the page.

7.15 Insert Flash

To insert a Flash file into a page:

1. Click *"Insert > Flash"* on Menu Bar. Open window appears as follow:



2. Browse to select the Flash file you want to insert, and then press *"Open"*.

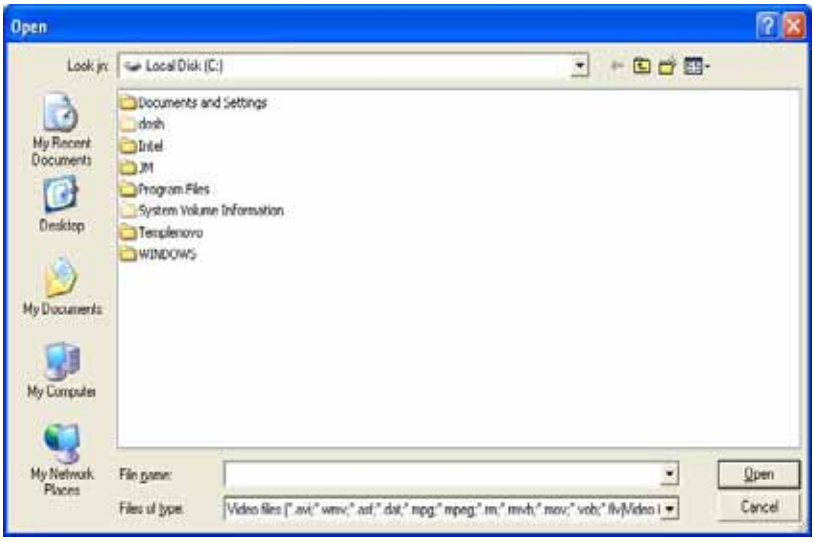
3. Click on the page, then the Flash file will appear at the upper left corner of the page.

To play the Flash file, click at its bottom left corner.

7.16 Insert Video

You can insert video files into a page, and play them as you like.

To insert a video file:
1. Click *“Insert > Video”* on Menu Bar. Open window appears as follow.



2. Browse to select the video file you want to insert, and then press *“Open”*.

3. Click on the page, then the video will appear at the upper left corner of the page.

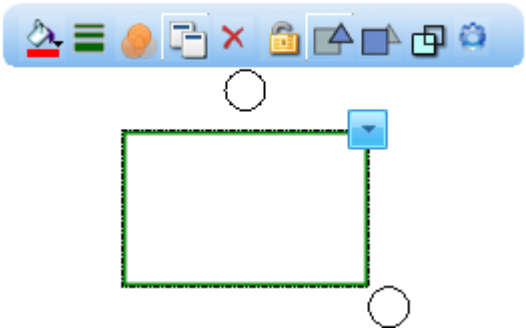
To play the video file, click at its bottom left corner.

Chapter 8 Manipulating Objects

For each object created on whiteboard page, IQBoard Software provides a variety of ways to manipulate and edit it.

8.1 Marquee Handles

IQBoard Software V5.0 provides frequently used edit tools in Marquee Handles according to the object you select. You can choose from these tools to edit the object.



You need select the object first, and then Marquee Handles will appear. You can select a single object, multiple objects or all objects on a page.

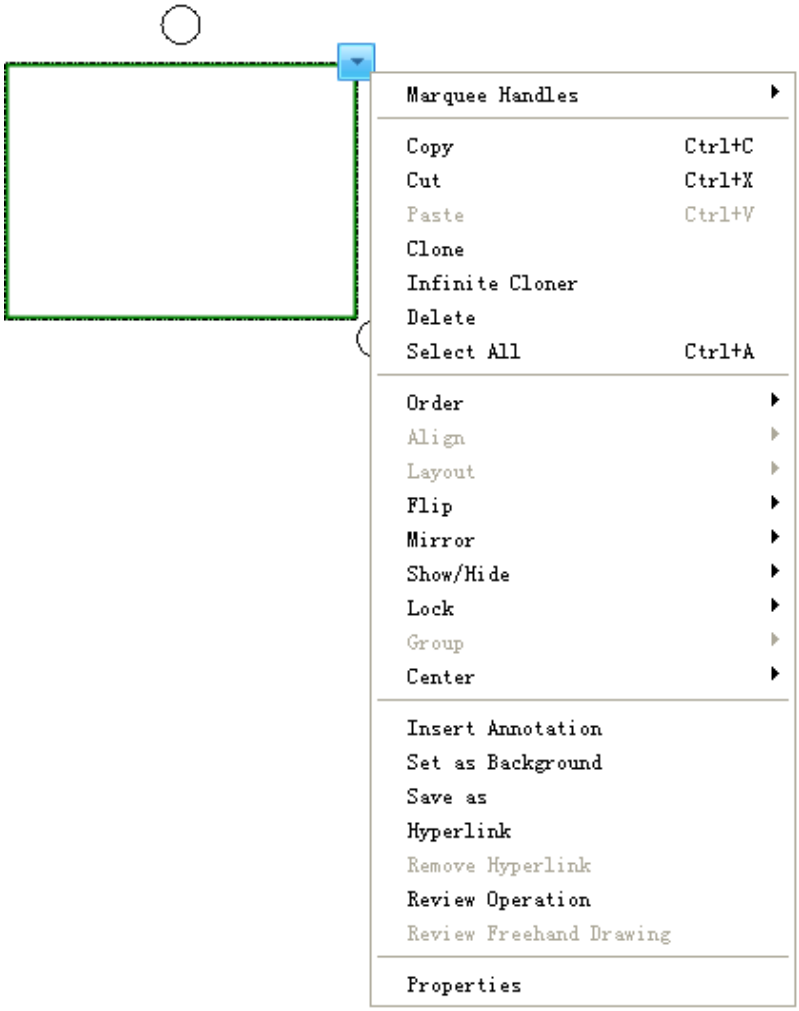
To select a single object:
1. Do one of the followings:
1) Click *"Draw* > *Select"* on Menu Bar;
2) Click on Drawing Tools toolbar;
3) Click on Floating Tools toolbar;
2. Click the object you want to select.

To select multiple objects:
1. Do one of the followings:
1) Click *"Draw* > *Select"* on Menu Bar;
2) Click Drawing Tools toolbar;
3) Click Floating Tools toolbar.
2. Do one of the followings:
1) Click the whiteboard page, and drag a rectangle around the objects you want to select;
2) Press and hold "Ctrl" key, and then click the objects you want to select.

To select all objects on a page:
Do one of the followings:
1. Click *"Edit* > *Select All"* on Menu Bar;
2. Right-click the whiteboard page, then click *"Select All"*;
3. Press *"Ctrl+A"*.

When an object is selected, a selection rectangle appears around the object.

8.2 Right-Click Menu



8.2.1 Copy/Cut/Paste/Delete Object

You can copy or cut any object on a page, and paste it on the same or different pages.

To copy an object:
1. Select the object you'd like to copy.
2. Do one of the followings:
1) Click *"Edit > Copy"* on Menu Bar;
2) Click on Common Tools toolbar;
3) Click the menu arrow of the object and select *"Copy"*;
4) Press *"Ctrl+C"*.

To cut an object

1. Select the object you'd like to copy.
2. Do one of the followings:
1) Select *"Edit > Cut"* on Menu Bar;

2) Click on Common Tools toolbar;

3) Click the menu arrow of the object and select *"Cut"*;
4) Press *"Ctrl+X"*.

To paste the copied or cut object:
1. Follow the steps above to copy or cut one or more target objects.
2. If you want to paste the object onto a different page, display the page by selecting the page thumbnail on Page tab.
3. Do one of the followings:
1) Select *"Edit > Paste"* on Menu Bar;
2) Click on Common Tools toolbar;
3) Right-click where you want to paste the object(s) on page, and select *"Paste"*;
4) Press *"Ctrl+V"*.

8.2.2 Clone Object

You can use this function to create a duplicate of an object.

To clone an object:
1. Select the object you want to clone.
2. Do one of the followings:
1) Click *"Edit > Clone"* on Menu Bar;
2) Click the menu arrow of the object(s) and select *"Clone"*.

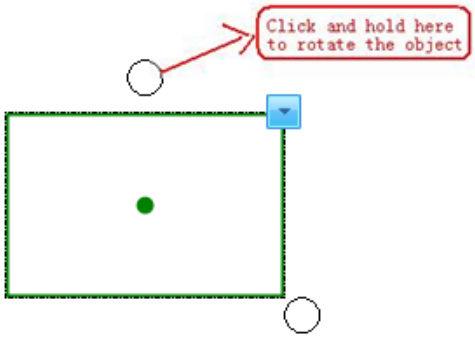
A duplicated object appears on the page.

To clone an object using the Infinite Cloner:
1. Select the object you want to clone.
2. Do one of the followings:
1) Click *"Edit > Infinite Cloner"* on Menu Bar;
2) Click the menu arrow of the object and select *"Infinite Cloner"*.
3. Drag the object to another position on the page.
4. Repeat Step 3 as many times as you want.
5. After cloning the object, repeat Step 2 to unselect Infinite Cloner.

8.2.3 Rotate Object:

1. Select the object
When an object is selected, a selection rectangle appears around the object. You can find a Rotation Handle above the rectangle.
2. Click the Rotation Handle, and then drag it in the direction you want to rotate the

object.



3. By default, the object rotates around its central point. You can define another base point by dragging the central point.

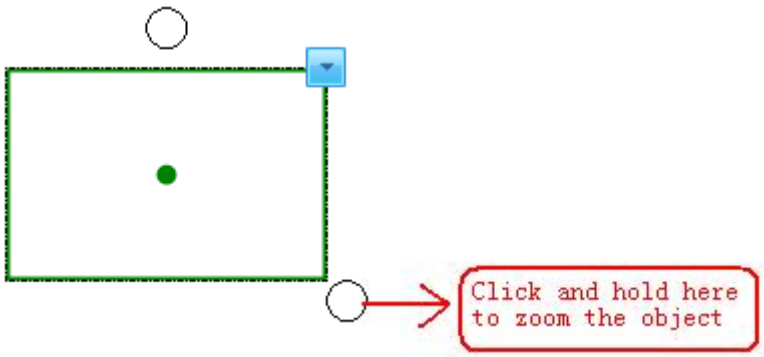
> ***Note:*** *If you have selected several objects, drag the Rotation Handle of one object, and all other selected objects will rotate automatically.*

8.2.4 Resize Object:

1. Select the object
When an object is selected, a selection rectangle appears around the object. At the lower right corner of the rectangle, you can find a Resize Handle.

2. Click Resize Handle, and then drag it to increase or reduce the object size.

In case that you select several objects, simply drag the handle of any object

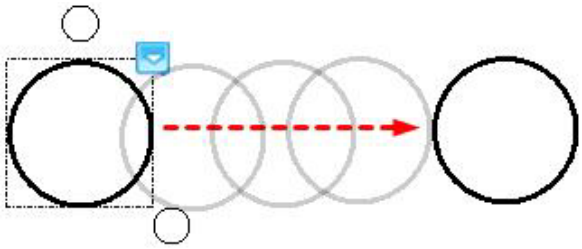


> ***Note:*** *If you have selected several objects, drag the Resize Handle of one object, and all other selected objects will be resized automatically.*

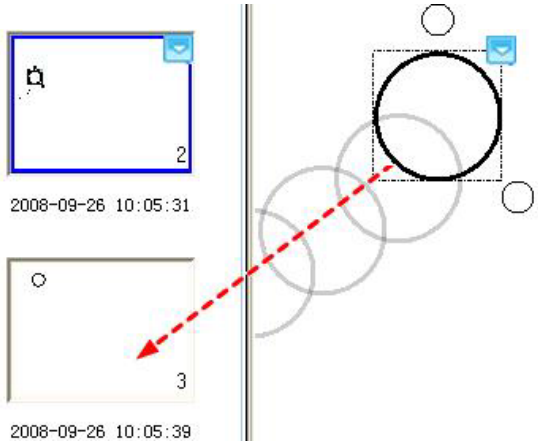
8.2.5 Move object

You can move objects to another position on the same page. You can also move objects to another page.

To move the object to another position on the same page:
1. Select one or more objects.
2. Drag the object(s) to a new position on the page.



To move objects to another page:
1. Select one or more objects.
2. Drag the object(s) onto the thumbnail of another page on the Page tab.



8.2.6 Group objects

You can group several objects together, and manipulate or edit them as though they were a single object.

To group objects:
1. Select the objects.
2. Do one of the followings:
1) Select *"Format* > *Group"* on Menu Bar;
2) Right-click any selected object, then select *"Group"*;

3) Click the menu arrow of any selected object, and then select *"Group".*

Note:

1. You can not group Label Tools, Function Tools, Math Tools, Pie Chart and Bar Chart.

2. When you draw or write on the whiteboard page with Freehand Drawing Tools, IQBoard Software can automatically group the objects you create in close proximity, enabling you to interact with these objects as a single object. Refer to Auto Group Settings for details.

To ungroup objects:

1. Select the group.
2. Do one of the followings:

1) Select *"Format > Ungroup"* on Menu Bar;
2) Right-click the group, then select *"Ungroup"*;
3) Click the menu arrow of the group, then select *"Ungroup".*

8.2.7 Arrange Stacked Objects

If objects overlap on a page, you can change the stacking order. Operation is as follow:

1. Select the object.
2. Do one of the followings:

1) Select *"Format > Arrange"* on Menu Bar, and select *"Bring to Front"*, *"Send to Back"*, *"Bring Forward"*, or *"Send Backward"* from the submenu;
2) Right-click the selected object, and select *"Bring to Front"*, *"Send to Back"*, *"Bring Forward"*, or *"Send Backward"*;
3) Click the menu arrow of the object, and select *"Bring to Front"*, *"Send to Back"*, *"Bring Forward"*, or *"Send Backward".*

8.2.8 Align Objects

1. Select the objects.
2. Do one of the followings:

1) Select *"Format > Align"* on Menu Bar, and select an alignment type;
2) Right-click the selected objects, select *"Align"* and then an alignment type;
3) Click the menu arrow of the objects, select *"Align"* and then an alignment type.

8.2.9 Mirror Object

1. Select one or more objects.
2. Do one of the followings:

1) Right-click any selected object, then select *"Mirror Left", "Mirror Right", "Mirror Up"* or *"Mirror Down"*;

2) Click the menu arrow of any selected object, then select *“Mirror Left”, “Mirror Right”, “Mirror Up”* or *“Mirror Down”*.

Note: *You can not mirror Simulation and Multimedia objects in Subject Tools, Label Tools, and Function Tools.*

8.2.10 Show/Hide Object

1. Select one or more objects.
2. Do one of the followings:

1) Right-click any selected object, then select *“Show”* or *“Hide”*;
2) Click the menu arrow of any selected object, then select *“Show”* or *“Hide”*.

Note: *You can not show or hide Simulation and Multimedia objects in Subject Tools, Brush Pen, Creative Pen, Label Tools, and Function Tools.*

8.2.11 Insert Annotation

IQBoard Software allows you to add your own notes and annotations to an object, helping to make it easier to share and reuse.

To add annotation to an object:

1. Select an object.
2. Do one of the followings:

1) Select *“Format > Insert Annotation”* on Menu Bar;
2) Right-click the selected object, then select *“Insert Annotation”*.

An annotation box appears on the right side of the whiteboard page.

3. Input annotation on the annotation box.
4. You can drag the annotation box to change its location.

To modify the annotation:

Double-click the annotation box, and then edit the content.

To remove the annotation:

Do one of the followings:

1) Select *“Format > Delete Annotation”* on Menu Bar;
2) Right-click the selected object, then select *“Delete Annotation”*.

8.2.12 Flip Object

1. Select one or more objects.
2. Do one of the followings:

1) Select *“Format > Flip Horizontally/Flip Vertically”* on Menu Bar;
2) Right-click any selected object, then select *“Flip Horizontally”* or *“Flip Vertically”*;
3) Click the menu arrow of any selected object, then select *“Flip Horizontally”* or *“Flip Vertically”*.

8.2.13 Insert Object to Background

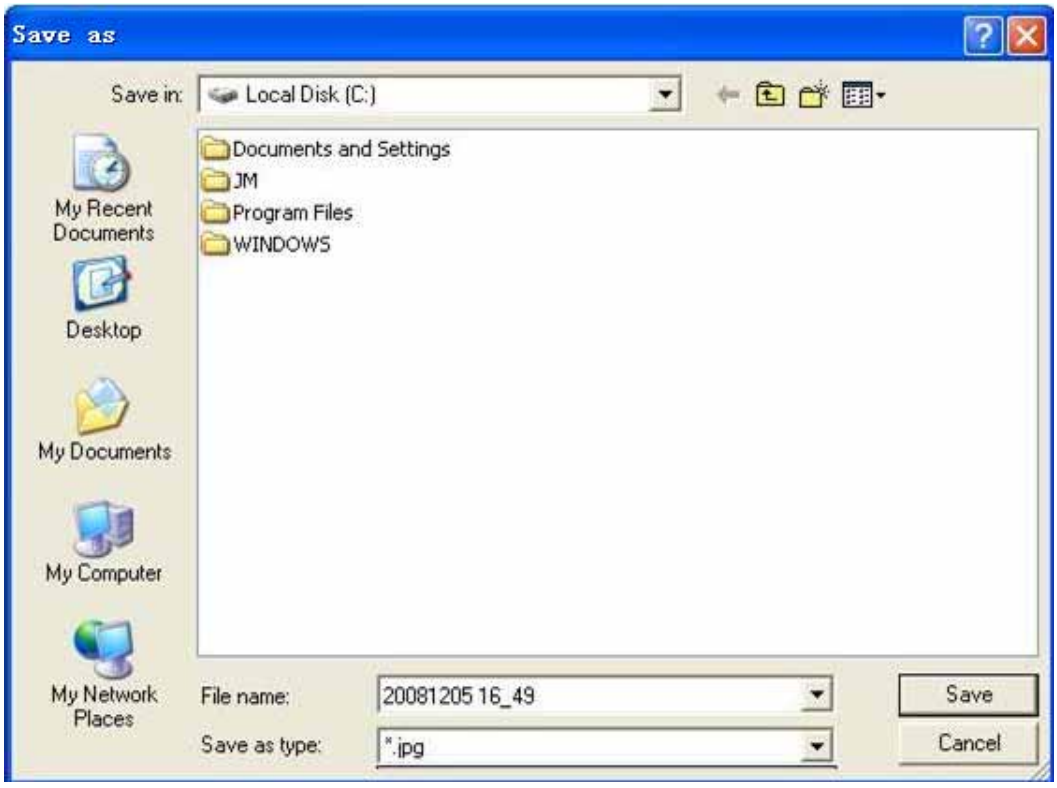
1. Select one or more objects.
2. Select *“Format > Insert to Background”* on Menu Bar.

Once inserted to background, the object(s) cannot be manipulated and edited.

8.2.14 Save Object as Image File

You can save one or more objects as image files in .bmp, .png, .gif, .jpg, .emf, .wmf, or .tif format. Operation is as follow:
1. Select the object you'd like to save.
2. Click the menu arrow of the object and select *“Save as”*.

Save as window appears as follow:



3. Select the destination folder and file type, enter a file name, and click *“Save”*.

8.2.15 Lock Object

You can lock an object to prevent its modification, movement or rotation. You may also unlock it at any time.

To lock the object in place:
1. Select one or more objects.
2. Do one of the followings:
1) Select *“Format > Lock”* on Menu Bar;
2) Right-click any selected object, then select *“Lock”*;
3) Click the menu arrow of any selected object, then select *“Lock”*.

To unlock the object(s):
1. Select one or more locked objects.
2. Do one of the followings:
1) Select *“Format > Unlock”* on Menu Bar;
2) Right-click any selected object, then select *“Unlock”*;
3) Click the menu arrow of any selected object, then select *“Unlock”*.

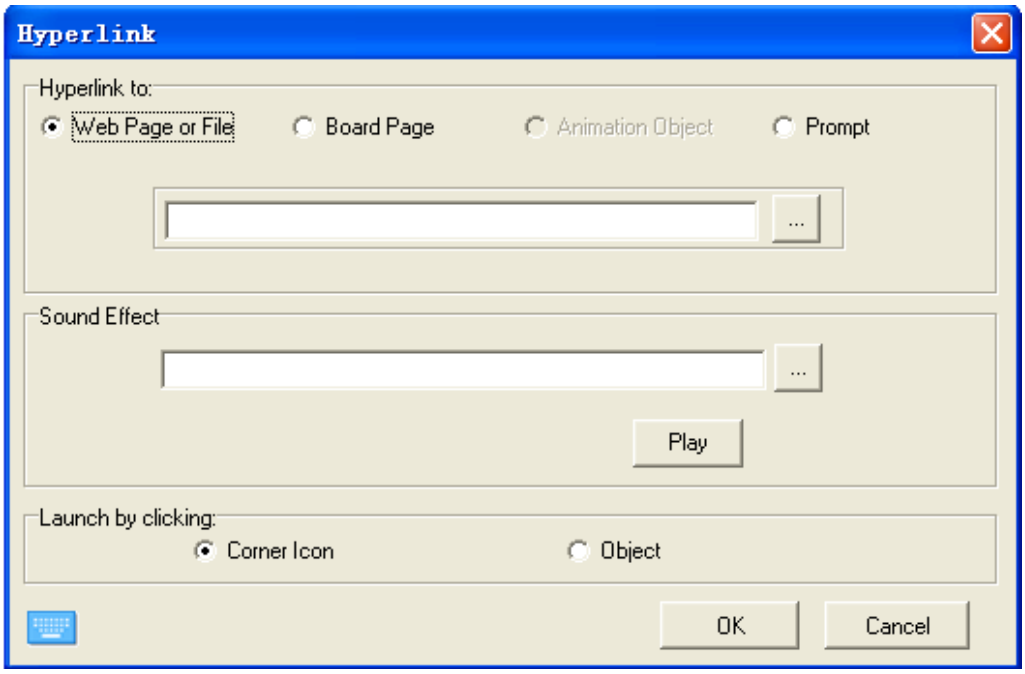
To unlock object
1. Select one or more locked objects.
2. Do one of the followings:
   Select *“Format > Unlock”* on the Menu Bar.
   Right-click any one of the selected objects, then select *“Unlock”*.
   Click the menu arrow of any one of the selected objects, then select *“Unlock”*.

8.2.16 Add Hyperlink to Object

You can hyperlink any object on the whiteboard page to a web page, or a file on your computer.

To add hyperlink to an object:
1. Select the object.
2. Do one of the followings:
1) Right-click the selected object, then select *“Hyperlink”*;
2) Click the menu arrow of the object, then select *“Hyperlink”*.

Hyperlink window appears as follow:



3. Do one of the followings:
1) To hyperlink the object to a web page or a file on your computer, select *"Web Page or File"*, and then enter the address of the web page or file. You can also browse and select the file directly;
2) To hyperlink the object to a whiteboard page, select *"Board Page"*, and then specify the page number.
4. If you want to add sound effect when launching hyperlink, browse and select an audio file for Sound Effect section. You can also enter the audio file path directly in the address box.
5. Do one of the followings:
1) If you want to open the link by clicking the corner icon, select *"Corner Icon"*;
2) If you want to open the link by clicking anywhere in the object, select *"Object"*.
6. Click *"OK"*.

If you select *"Corner Icon"*, an icon appears at the lower left corner of the object.

When the object is hyperlinked to an image file, audio file, or video file, our software will display or play the file directly on the whiteboard page. Meanwhile, you can use Freehand Drawing Tools to annotate on the hyperlinked files.

To stop displaying or playing the linked image/audio/video file:
1. Do one of the followings:
1) Click *"Draw* > *Select"* on Menu Bar;
2) Click on Drawing Tools toolbar;
3) Click on Floating Tools toolbar.
2. Click outside the displaying or playing window.

Note:

1. If you want to hyperlink an object to a video or audio file, please install Windows Media Player V9.0 (or above) first.

2. The supported video and audio file formats include .mp3, .midi, .wav, .wma, .avi, .wmv, .mpg, .mpeg, .dat, .asf, .rm, .rmvb, .vob and .flv.

3. The supported audio file formats for Sound Effect include .mp3 and .wav.

To remove the hyperlink from an object:

1. Select the object.
2. Do one of the followings:

1) Right-click the selected object, then select *"Remove Hyperlink"*;

2) Click the menu arrow of the object, then select *"Remove Hyperlink"*.

8.2.17 Review Operation

When you are creating and manipulating objects, IQBoard Software automatically records your operation, and allows you to review them anytime. Operation is as follow:

1. Select the object.
2. Do one of the followings:

1) Right-click the selected object, then select *"Review Operation"*;

2) Click the menu arrow of the object, then select *"Review Operation"*.

8.2.18 Review Freehand Drawing

IQBoard Software can review the stroke order for objects created by Freehand Drawing Tools. Operation is as follow:

1. Select the object.
2. Do one of the followings:

1) Right-click the selected object, then select *"Review Freehand Drawing"*;

2) Click the menu arrow of the object, then select *"Review Freehand Drawing"*.

8.2.19 Change Object Properties

You can select an object on the page and change its properties. The properties you can change depend on the object you select. Operation is as follow:

1. Select the object.
2. Do one of the followings:

1) Double-click the object;

2) Right-click the object, then select *"Properties"*;

3) Click the menu arrow of the object, then select *"Properties"*.

Chapter 9 Operation Review

When you are creating and manipulating objects, IQBoard Software automatically records your operation, and allows you to review them anytime.

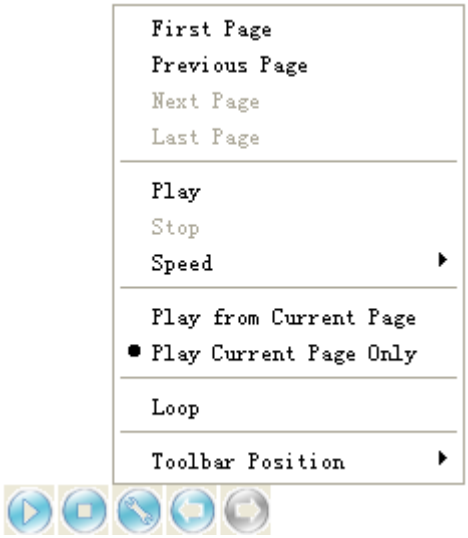
By default, you can find Operation Review toolbar at the bottom left of the whiteboard area.

1. Click to start reviewing your operation on the whiteboard page. When IQBoard Software is playing your operation record, you can use Freehand Drawing Tools to annotate on the page. After the playing is finished, IQBoard Software will prompt you to save your annotations.
2. To play at a specific point, simply move the tracking button on the position slider.

3. Click to pause playing.

4. Click to stop playing. If you have added some annotations during playing, IQBoard Software will prompt you to save your annotations.

5. Click to pop up the setting menu.



First Page/Previous Page/Next Page/Last Page: Click these buttons to snap to relevant pages. In case you click these buttons during operation review, IQBoard Software will snap to relevant pages.

Play: Play your operation record on the whiteboard page.

Stop: Stop playing your operation record.
Speed: Set the playing speed. Large the multiplication is, higher the speed will be.

Play from Current Page: Play your operation record from current page to the last page.

Play Current Page Only: Play your operation record on current page only.

Loop: Repeat playing when selected.

Toolbar Position: Adjust the position of Operation Review toolbar.

6. You can also snap to previous page or next page by clicking or .

Chapter 10 Resource Panel

On the left side of IQBoard Software main window is Resource Panel, which allows you to browse, search, access, and manage resources for IQBoard Software, and also make a courseware. Resource Panel consists of 6 tabs, including Page, Subject Tools, Template, Resource Library, Search Tool, Local and Courseware Making Panel.

To move Resource Panel:
Click at the bottom left to move Resource Panel to the other side of the main window.
Click again to move back Resource Panel.

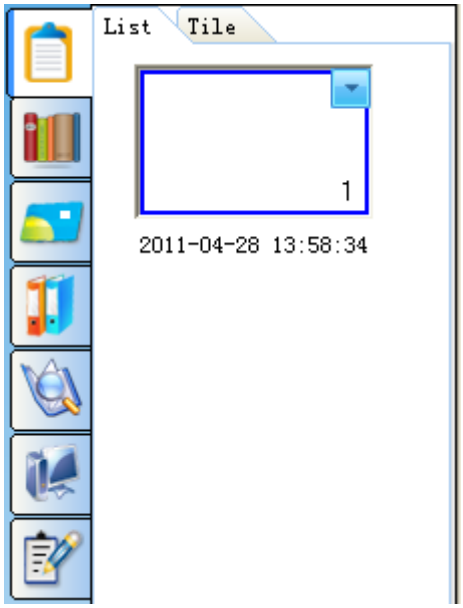
To hide Preview pane of Resource Panel:
Click at the bottom left.

To hide/display the entire Resource Panel:
Deselect/select it in *"View >Toolbar"*.

To hide/display some tabs in Resource Panel：
Deselect/select them in *"System Settings > Toolbars > Resource Panel"*.

10.1 Page

Page tab provides an overview of current files, displays all of the pages as thumbnails, and automatically updates these thumbnails as you change page contents.



Page tab provides 2 preview modes: List Mode and Tile Mode. In List Mode, click the page thumbnail to enter the relevant page. In Tile Mode, double-click the page thumbnail to enter the relevant page.

To rename the page, double-click the title under the page thumbnail, and then enter a new name.

10.2 Subject Tools

In Subject Tools tab, you can find numerous useful interactive tools categorized by subject.

Two ways to add a subject tool:
1. Select a subject tool thumbnail and click on the page, then the subject tool will appear on the page;
2. Select a subject tool thumbnail and drag a rectangle on the whiteboard page, then the subject tool will appear on the page.

> ***Note:*** *Subject Tools tab is available only after IQBoard or a USB Key is connected to your computer.*

10.3 Template

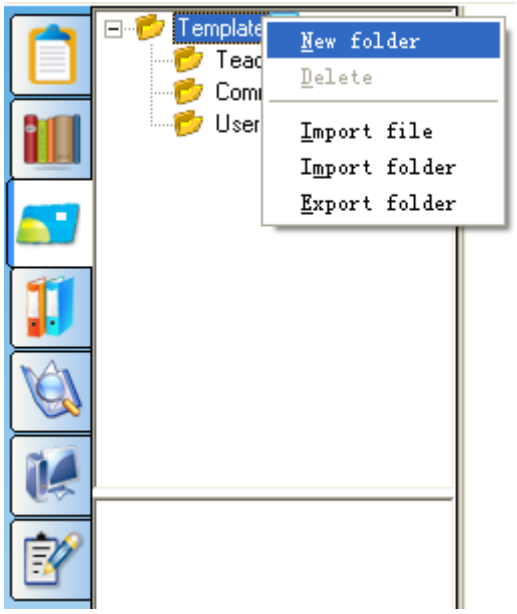
Template tab offers various templates. You can also save a whiteboard page or a whiteboard file as template.

To open a template:
1. Select the template thumbnail you want to insert to the whiteboard in the preview

area.
2. Click on the page (you can also drag the template onto the page), the relevant template will be inserted into next page.

To manage the template resources:
1. Select a template folder.
2. Do one of the followings:
1) Right-click the selected folder;
2) Click the menu arrow of the folder.

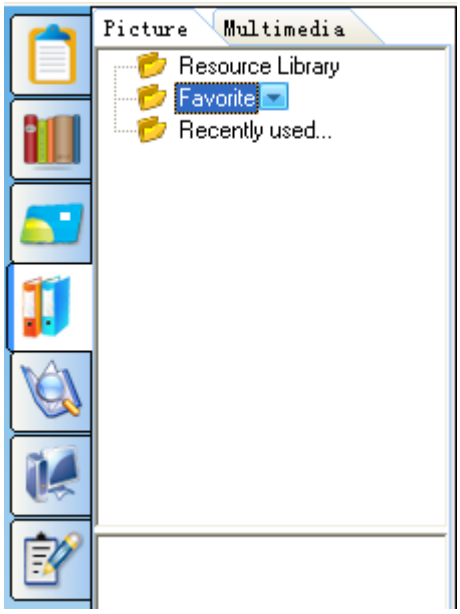
A menu appears as follow:



3. In this menu, you can create new subfolder, delete folder, import template file, import and export template folder.

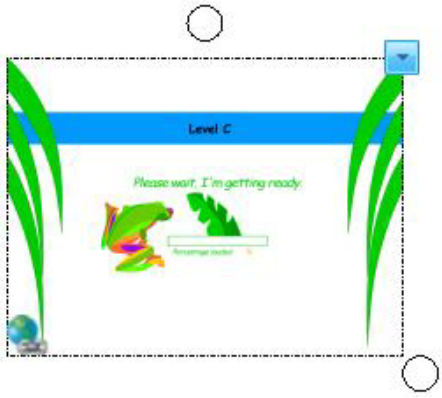
10.4 Resource Library

Resource tab provides huge amount of pictures and multimedia resources for you to use in the presentation.



Three ways to add a picture or multimedia resource to whiteboard page:

1. Select a resource thumbnail and click on the page, then the resource will be inserted into the page;
2. Select a resource thumbnail and drag a rectangle on the whiteboard page, then the resource will be displayed according to the size of the rectangle. When dragging the object, you can press “Shift” key to keep its aspect ratio;
3. Select a resource thumbnail and drag it onto the page, then the resource will be inserted into the page.



Each resource on whiteboard page can be manipulated as an object. For multimedia resource, you can click at the bottom left of the object to play it.

Note: *When you want to use picture resource in .edf format from Favorite folder, only the first and third methods are available.*

IQBoard Software also provides Favorite folders for picture and multimedia resources.

You can add pictures or multimedia objects on the page to these folders.

To add a picture or multimedia object on page to Resource Library or Favorite folder:

1. Select Resource Library or Favorite folder on Resource tab.
2. Select an object on the page.
3. Drag the object onto the preview area.

To delete an object on page to the Resource Library or Favorite folder

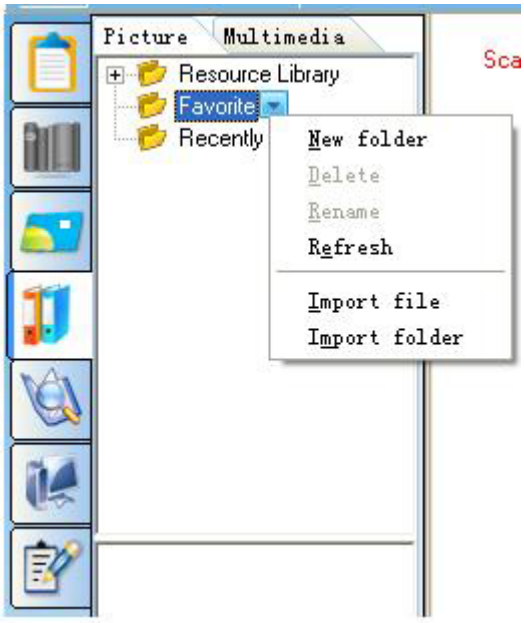
1. Select Resource Library or Favorite folder on Resource tab;
2. Right-click the object in the preview area, and select *"Delete"*.

To manage Resource Library or Favorite folder:

1. Select Resource Library or Favorite folder on Resource tab.
2. Do one of the followings:

1) Right-click the folder;
2) Click the menu arrow of the folder.

A menu appears as follow.



3. In this menu, you can create new subfolder, delete, rename, refresh folder, and import resource file and folder in your computer.

Note:

1. Recently Used folder will automatically save your currently used pictures to facilitate your future use.

2. You can only delete and rename the self-added folders.

3. You can only import picture resources in .bmp, .wmf, .emf, .jpg, .jpeg and .gif formats, and multimedia resources in .avi, .wmv, .asf, .dat, .mpg, .mpeg, .rm, .rmvb, .mov, .vob and .flv formats.

10.5 Search Tool

By Search Tool, you can translate a word or sentence into target language, look it up in dictionary, and search images for it. It also allows you to insert search results into the page.

图

To translate or look up a word/sentence:

1. Enter the word or sentence you want to translate or look up in dictionary.
2. Select *"Translation"* or *"Dictionary"* in Type options.
3. Choose the source language and target language.
4. Click *"Search"*. You can insert search results into current page by clicking *"Insert to Current Page"*.

To search images for a word:

1. Enter the word you want to search.
2. Select *"Gallery"* in Type options.

3. Click *"Search"*. You can select *"Open from Webpage"* to show search results in a webpage. If you want to insert an image in search results into page, you can click and drag it to any blank part of the page.

10.6 Local

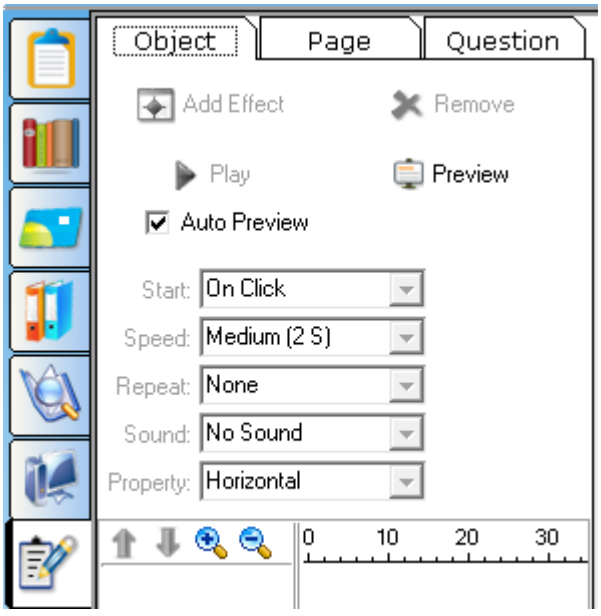
Local tab allows you to add EDF, BMP, EMF, WMF, TIF, JPG, GIF, PNG, CDF, SWF, AVI, WMV, ASF, DAT, MPG, MPEG, RM, RMVB, MOV, VOB and FLV files in your computer to the whiteboard page.
Operation is as follow:
1. Select relevant file in the preview area.
2. Click on the page, or drag the file onto the page, then the file will be inserted into the page as an object.

The inserted file can be manipulated as an object and saved into Favorite folder.

> ***Note:***
> *1. The preview area can display files in any format, but only EDF, BMP, EMF, WMF, TIF, JPG, GIF, PNG, CDF, SWF, AVI, WMV, ASF, DAT, MPG, MPEG, RM, RMVB, MOV, VOB and FLV files can be added to the whiteboard page. For a file in other format, you can double-click the thumbnail to open it.*
> *2. For a picture in BMP, JPG, JPEG or TIF format, you can adjust its transparency by changing its properties.*

10.7 Courseware Making Panel

In Courseware Making Panel, you can add animation effects for objects and pages, and can also insert questions into your courseware.



10.7.1 Object Effect

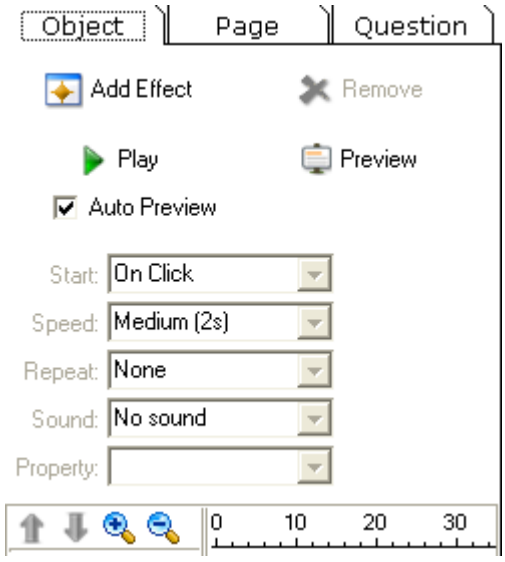
You can set Entrance, Emphasis and Exit effects for any object on the page. Meanwhile, you can make the object move along the preset motion paths.

Add Effect

You can add four kinds of animation types for the single or several selected objects on the current page, such as *"Entrance"*, *"Emphasis"*, *"Exit"* and *"Motion Paths"*.

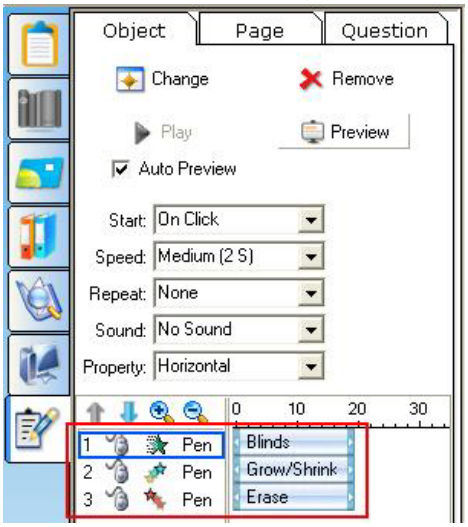
Operation is as follow:

1. Select one or several objects that you want to add effects.
2. Click "*Add Effect*", and select an effect type from the popup menu.



> ***Note:*** *When adding effects, you can preview the added effects if you check "Auto Preview" beforehand.*

3. After adding effects, the effects will be displayed in Effects list according to the order.

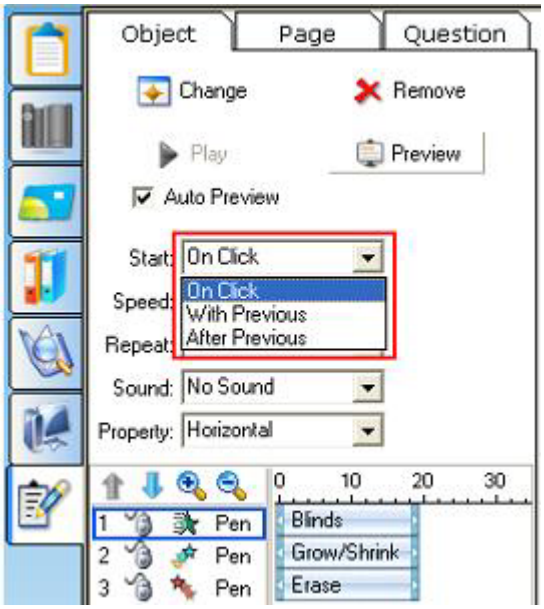


Set Effect

You can customize the current selected effects.

Start

You can customize the way of playing the effects. The system offers you three ways: *"On Click" (default)*, *"With Preview"* and *"After Preview"*.



Note: *By moving the animation path shown in Animation Track list, you can adjust the playing time for every animation.*

Speed

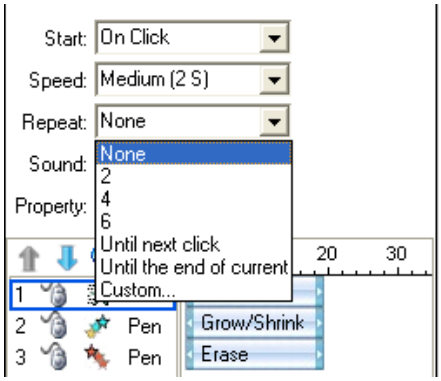
You can customize the playing speed of the effects. The system offers you five different speeds, including *"Very Slow (5s)"*, *"Slow (3s)"*, *"Medium (2s; default)"*, *"Fast (1s)"* and *"Very Fast (0.5s)"*.

Two ways to customize the speed:

1. Select the object from Effects list, and then select an appropriate speed value from the drop-down speed box;
2. Adjust the animation track in Animation Track list. Longer the track is, lower the speed will be.

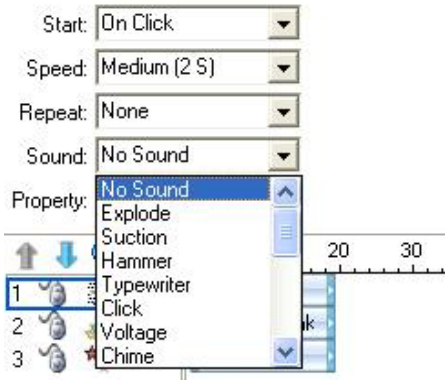
Repeat

The system offers many different kinds of repeat times (*"No Repeat"* by default). To customize the repeat times, simply select an item from the drop-down repeat box.



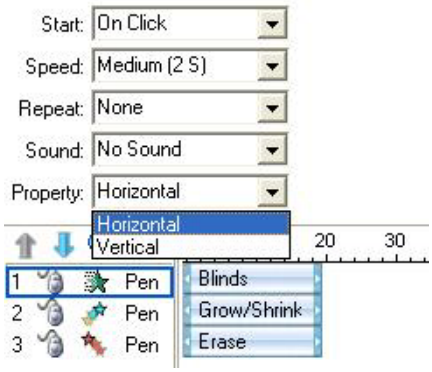
Sound

The system offers you more than 20 kinds of sound effects (*"No Sound"* by default). To customize the sound effect, simply select an item from the drop-down sound box. Besides, you can add sounds as you like.



Property

The drop-down menu of property may vary according to different animation effects. You can adjust the property value to change the playing effect. (e.g.: As for *"Blinds"*, you can adjust it to *"Blinds Horizontal"* or *"Blinds Vertical"* by changing the property value.)



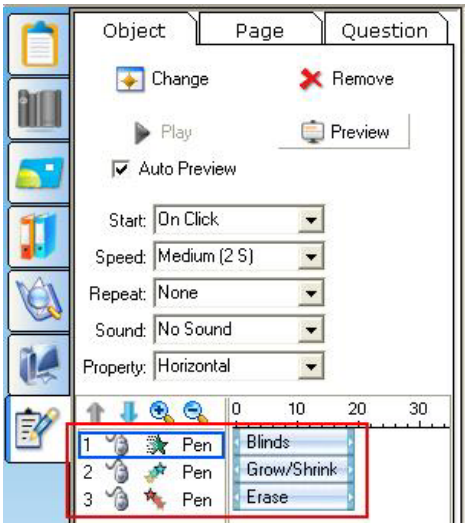
Edit Effect

You may change animation effects and adjust their playing order.

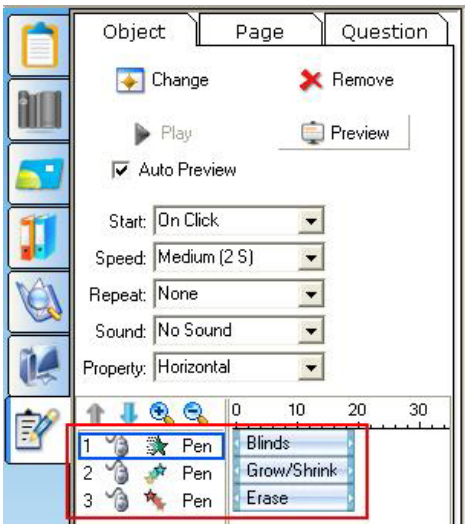
Change Effect

Operation is as follow:

1. Select the object that you want to change.

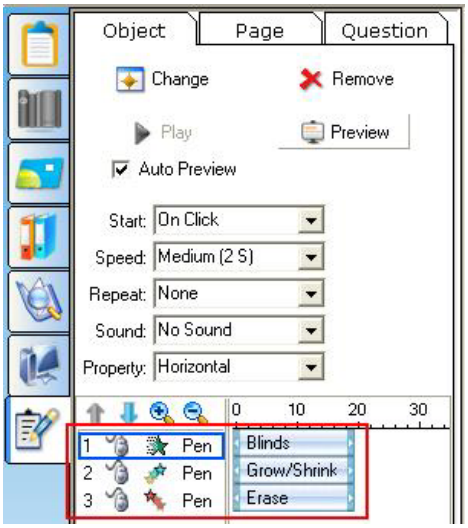


2. Click "*Change*", and select appropriate animation effects from the drop-down menu.



Change Playing Order

1. Select the object from Animation Object list.

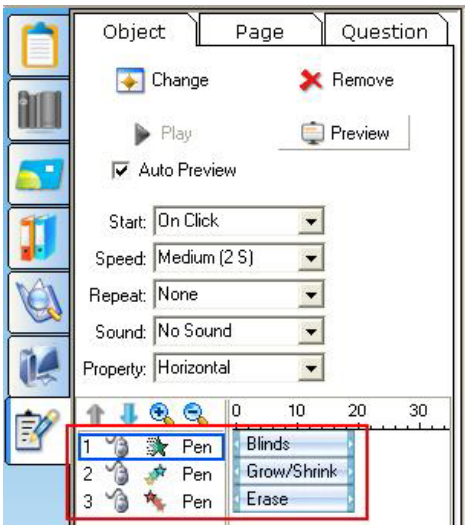


2. Click “*Move up*” or “*Move down*” .

Remove Effect

You can remove the object effects that you don’t need from Animation Object list. Operation is as follow:

1. Select the animation object that you want to remove.



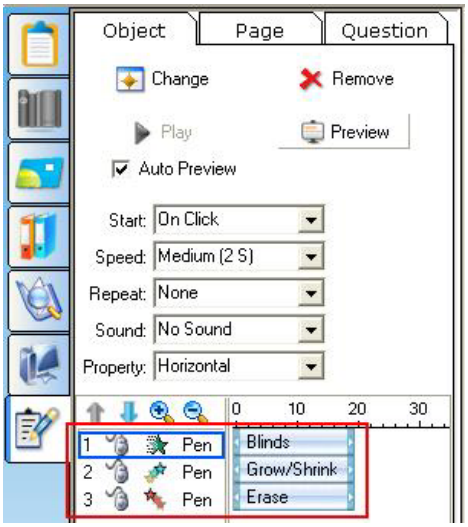
2. Click “*Remove*”.

> ***Note:***
>
> *1. When the object is removed, all the effects added on it will be deleted automatically.*
>
> *2. You can remove several animation objects at the same time by pressing “Shift” key.*

Auto Preview

Users can preview the selected object effects. Operation is as follow:

1. Select the object that you want to preview.
2. Click “*Current Preview*”.



3. After the effect preview is over, the software will stop preview automatically.

Playing Preview

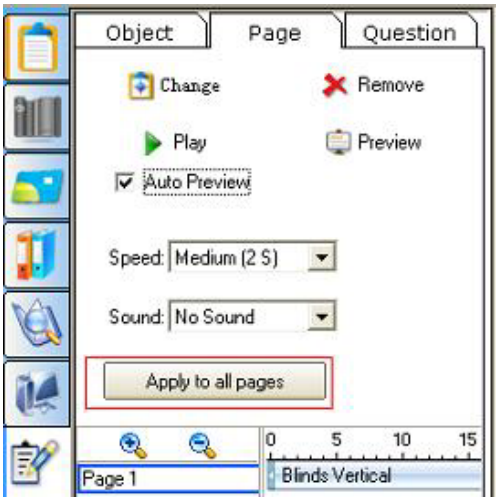
This function enables you to preview all of the object effects from the current page.

10.7.2 Page Effect

Add Page Effect

Several effects can be added to a page, including Blinds Horizontal, Blinds Vertical, Comb Horizontal, Comb Vertical, Cover down, Split Horizontal in, etc. Operation is as follow:

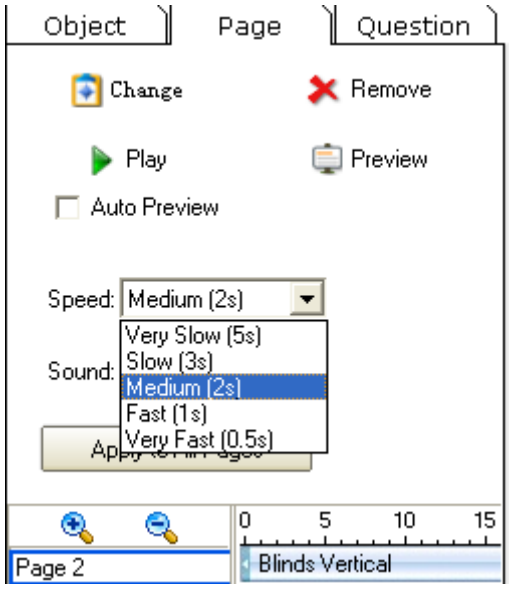
1. Click *"Page".*
2. Select relevant effect from the drop-down menu.
3. Click the selected effect.
4. Click "*Apply to All Pages*", then all other pages will share the same effects with the current one.



Customize Page Effect

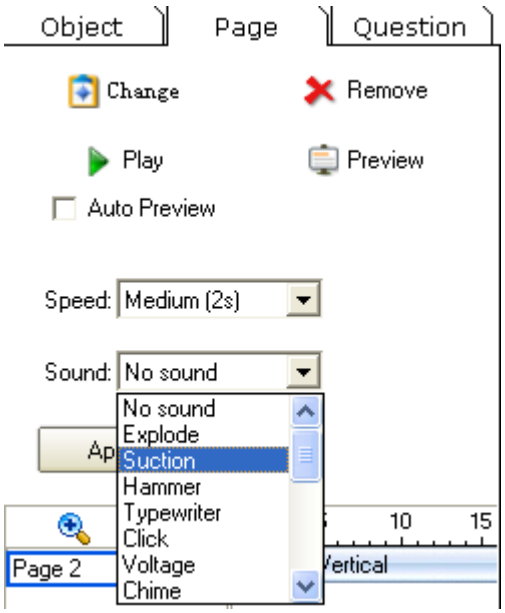
You can customize the page effects, including playing speed and sound. Operation is as follow:

1. Click *"Page".*
2. Select the page effect you want to customize.
3. Select the desired speed from Speed list.



Note: *By default, the speed is "Medium (2s)".*

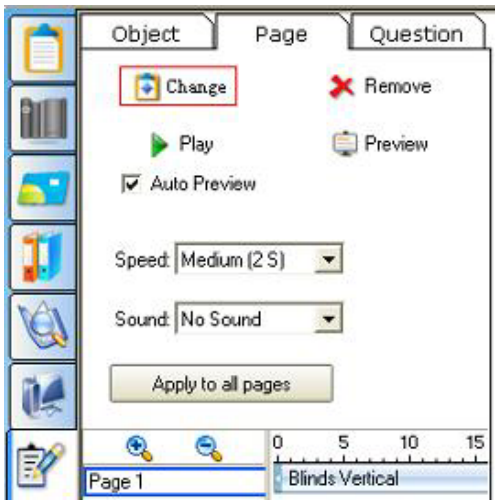
4. Select the desired sound effect from Sound list.



Change Page Effect

You can change page effects upon actual needs. Operation is as follow:

1. Click *"Page".*
2. Click "*Change*", then select the page effect you want to change.

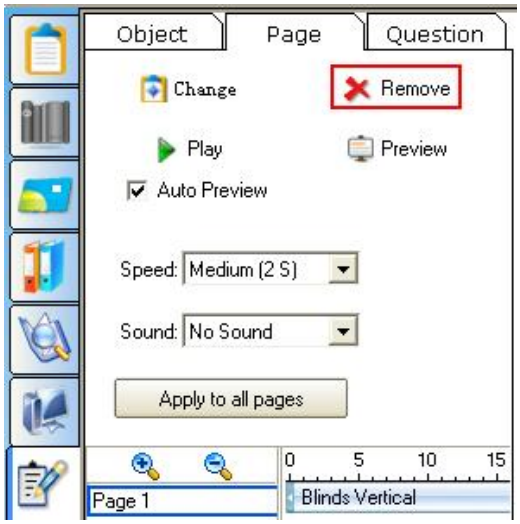


3. Click the desired page effect.

Delete Page Effect

You can delete any page effect as you want. Operation is as follow:

1. Click *"Page".*
2. Select the page effect you want to delete.



3. Click "*Remove".*

Note: *You can also remove page effects by deleting the page. To delete several animation effects at the same time, press "Shift" key and select them one after another.*

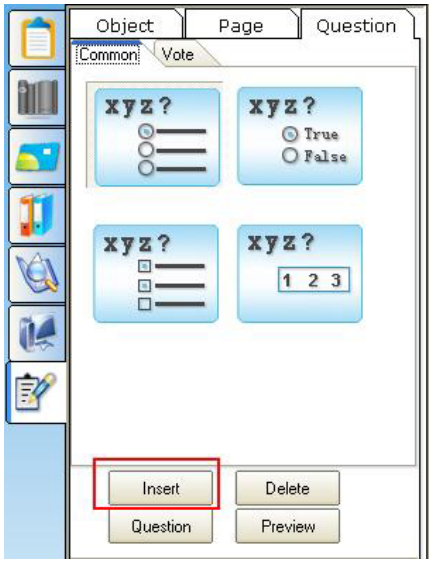
10.8 Add Interactive Quiz

You can carry out interactive quizzes in your classroom. The software provides you with common question types, including Monomial Choice, Multiple Choice, True or False, Gap Filling and Vote, which can help to engage your students to greater extent.

10.8.1 Insert Question

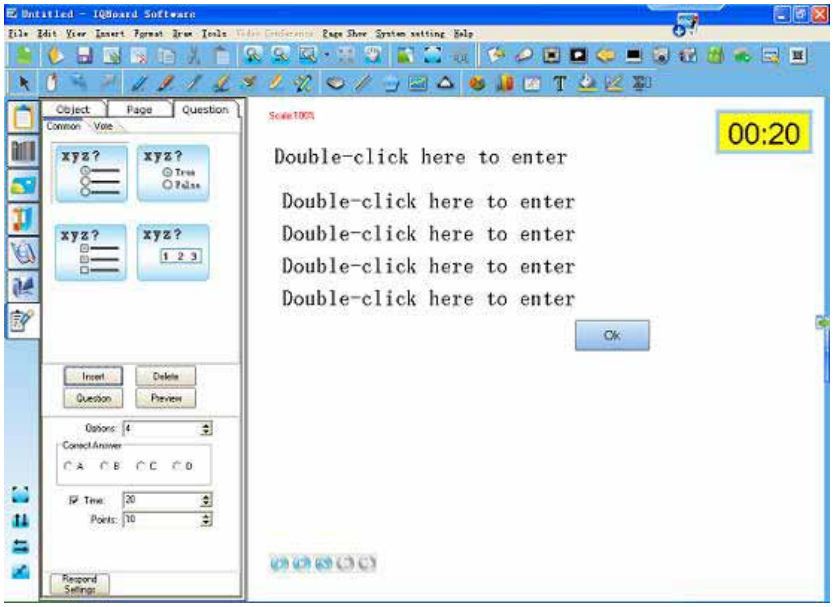
You can add one or more questions to your page. Operation is as follow:

1. Click the icon of question type you want to insert on Question Setting Panel.



2. Click *"Insert".*

3. The question type you select will be shown on current page.



Note:

1. You can only insert one interactive question per page.

2. To change the question type, simply select another question icon and click "Insert".

3. You can delete the inserted question by clicking "Delete".

10.8.2 Edit Question

You can edit the interactive questions you insert.

Operation is as follow:

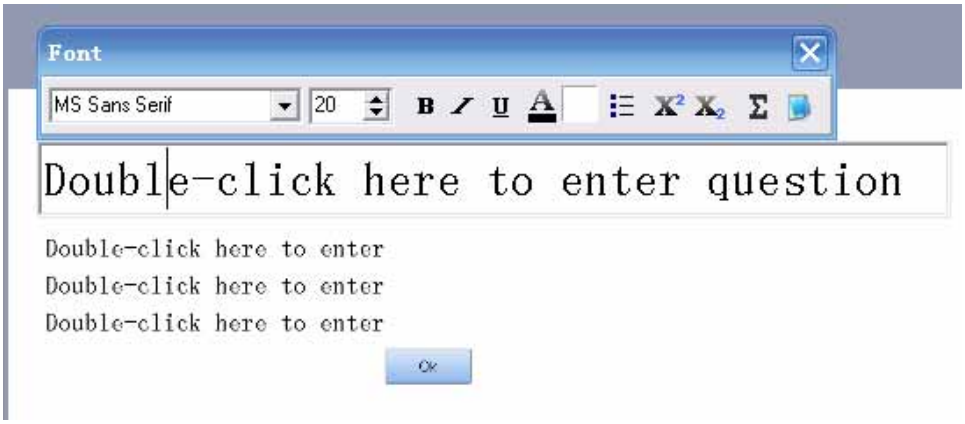
1. Activate Title or Option text box.

Do one of the followings:

1) Double-click Title or Option text box;

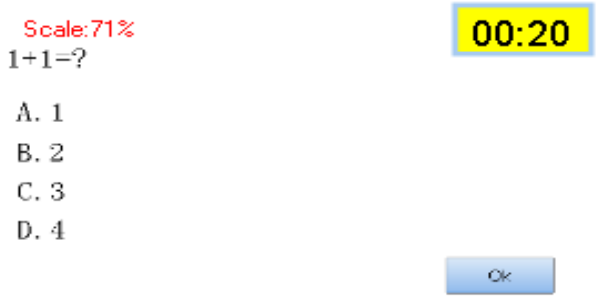
2) Click "*Insert Text*" and Title or Option text box in consequence.

3) Select the Title or Option text box, and click on Marquee Handles.



2. Edit the question in the text box.

3. To exit the text box, simply click any blank part of the page.

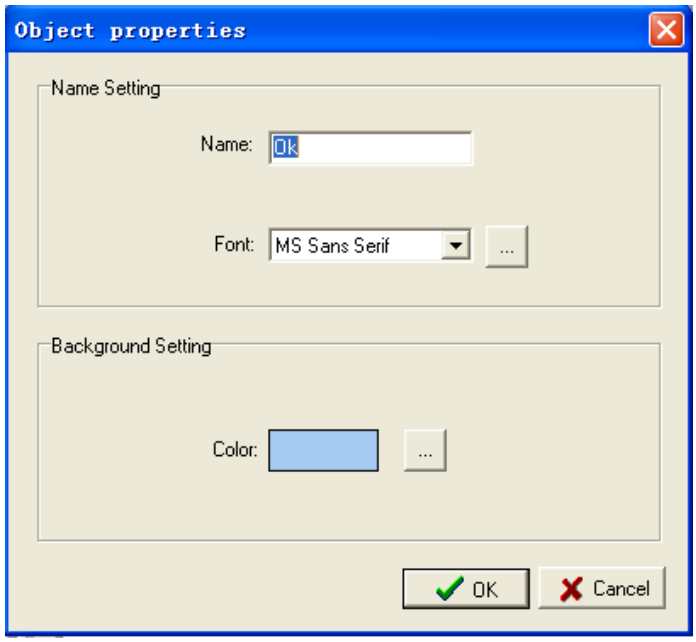


Note:

1. You can drag the title or option text box to change its position.

2. You can not input text in the gap when you insert a Gap Filling Question.

3. You can double-click "OK" to customize properties of the button, such as name and background.



Customize Question

You can change the properties of your question.

Options: The number of options for Monomial Choice and Multiple Choice can range from 2 to 8 (default: 4). You can adjust it by typing a number in Options text box or operating Options button.

Correct Answer: You can set a correct answer for the question.

Time: The time range is between 1s and 120s (default: 20s). You can adjust it by typing a number in Time text box or operating Time button.

Points: It ranges from 1 point to 100 points (default: 10 points). You can adjust it by typing a number in Points text box or operating Points button.

Chart: You can select Pie Chart or Bar Chart to reflect voting statistics.

Note: *In Gap Filling, you can set one or more correct answers to a question.*

Chapter 11 Assistant Tools

IQBoard Software features with some useful assistant tools to make your teaching and presenting more convenient and efficient. The assistant tools include Screen Tools, Math Tools, Screen Capture, Screen Record, Special tools, and Quick Access to Application.

11.1 Screen Tools

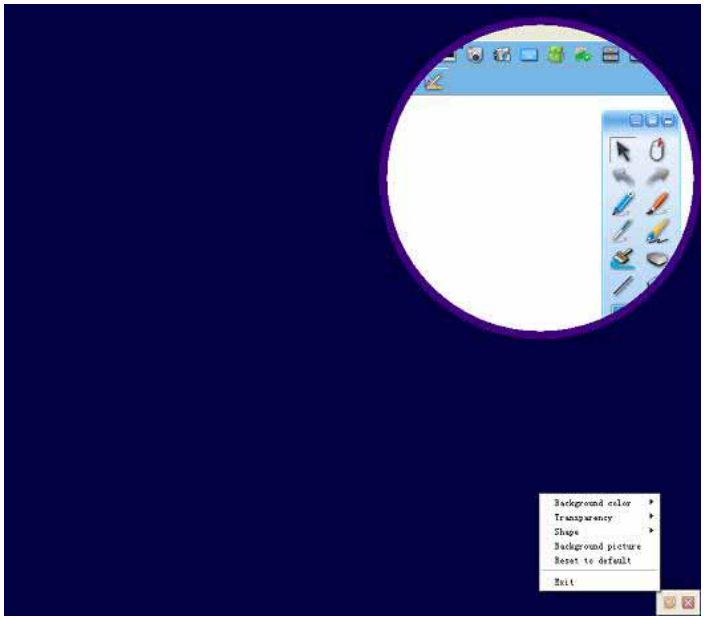
11.1.1 Spotlight

Spotlight can draw attention to an area of the screen. You can operate Windows system in the highlighted area. Operation is as follow:

1. Four ways to get the function of Spotlight:
1) Click *"Tools > Spotlight"* on Menu Bar;
2) Click on Assistant Tools toolbar;
3) Click on Floating Tools toolbar.
4) Click *"Start>Programs>IQBoard Software V5.0 > Screen Tools>Spotlight"*.

2. Default shape of Spotlight is circle. You can drag the rim to zoom and move the Spotlight.

3. You can click on the screen bottom right to adjust the properties of Spotlight, such as Shape, Background Color and Transparency.



4. To close Spotlight, do one of the followings:

1) Click on the screen bottom right, then select *"Exit";*

2) Click on the screen bottom right.

11.1.2 Reveal Screen

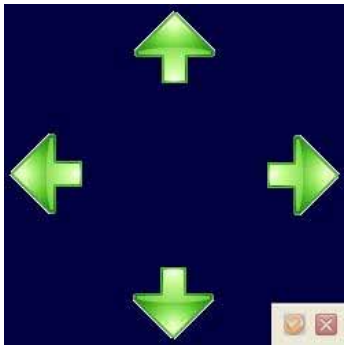
The Reveal Screen function can cover and reveal the information on your screen. You can operate Windows system in the revealed area. Three revealing methods are provided: top-bottom, left-right, all directions.

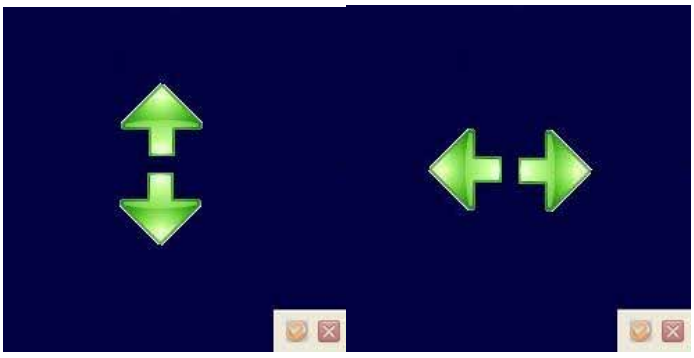
1. Four ways to get Reveal Screen function:
1) Click *"Tool > Reveal Screen"* on Menu Bar, then select a revealing method on the submenu;
2) Click any Reveal Screen button on Assistant Tools toolbar;
3) Click any Reveal Screen button on Floating Tools toolbar;
4) Click *"Start>Programs>IQBoard Softerware V5.0>Screen Tools>"*, select a revealing method.

> *Note：In Default, the Reveal Screen button on Assistant Tools Toolbar and Floating Tools Toolbar is "all directions"; if you want other revealing methods, you can click "System setting>Toolbars>" on Menu Bar and then add other revealing methods to "Assistant Tools" and "Floating Tools" respectively.*

2. You can drag the arrows to reveal screen horizontally and longitudinally, and from center to all directions.

3. You can click on the screen bottom right to adjust the properties of Reveal Screen function.





4. To exit the Reveal Screen function, do one of the followings:

1) Click on the screen bottom right, then select *"Exit";*

2) Click on the screen bottom right.

11.1.3 Screen Arrow

You can place a large arrow on the interactive screen to draw attention to a screen area. Right-click the arrow, you can change the background color, direction and transparency of the arrow.

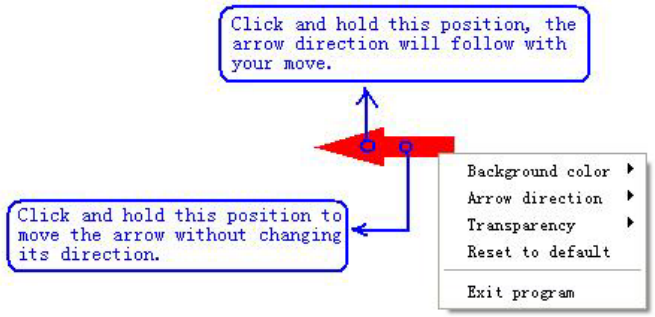
1. Four ways to get Screen Arrow function:
1) Click *"Tools > Screen arrow"* on Menu Bar;

2) Click on Assistant Tools toolbar;

3) Click on Floating Tools toolbar;

4) Click *"Start>Programs>IQBoard Softerware V5.0>Screen Tools>Screen Arrow"*.

2. You can drag the arrow to another location on the screen. When you drag the head of the arrow, it points in the direction that you drag it. And you can also click and hold the arrow end for translational motion.


Click and hold this position, the arrow direction will follow with your move.
Click and hold this position to move the arrow without changing its direction.
Background color
Arrow direction
Transparency
Reset to default
Exit program

3. To close the Screen Arrow, right-click it, then select *"Exit".*

11.1.4 Black Screen

You can display a black screen to draw attention or prompt the next teaching step.

1. Four ways to get Black Screen function:
1) Click *"Tools> Black screen"* on Menu Bar;
2) Click on Assistant Tools toolbar;
3) Click on Floating Tools toolbar;
4) Click *"Start>Programs>IQBoard Softerware V5.0>Screen Tools>Black Screen "*.

2. You can click the button in the bottom right of screen to adjust the properties of Black Screen, such as background color/picture, prompt message, font, transparency, time setting, and etc.

3. You can close the Black Screen by doing one of the followings:

1) Click on the screen bottom right, then select *"Exit;*

2) Click on the screen bottom right;
3) When you start this function, you can set time for displaying the black screen. Once the time is up, the black screen disappears automatically;
4) Press *"Ctrl+Alt+E"*.

11.1.5 Highlight

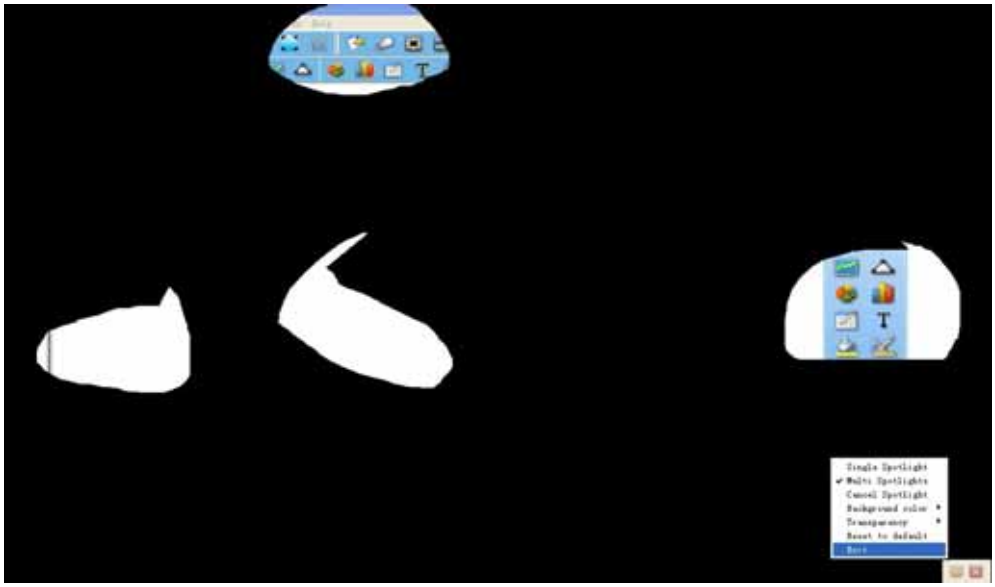
You can highlight one or more areas on screen to draw attention.

1. Four ways to get Black Screen function:
1) Click *"Tools> Highlight"* on Menu Bar;
2) Click on Assistant Tools toolbar;
3) Click on Floating Tools toolbar;
4) Click *"Start>Programs>IQBoard Softerware V5.0>Screen Tools>Highlight"*.

> ***Note:*** *By default, the* *button is not on the Floating Tools toolbar, you can add it yourself. You can click "System setting>Toolbars>" on Menu Bar and then add* *to "Floating Tools".*

2. How to highlight?
You create the highlighted area by moving the cursor.

3. You can click in the bottom right of screen to adjust the properties of Highlight, such as background color and transparency. And you can select Single Spotlight or Multi Spotlights to highlight one or multi areas for attention.



11.1.6 Screen Capture

1. Four ways to get Screen Capture function:
1) Click *"Tools> Screen capture"* on Menu Bar;

2) Click on Assistant Tools toolbar, the Screen Capture toolbar appears as follow:

3) Click on Floating Tools toolbar, the above Screen Capture toolbar appears upright.

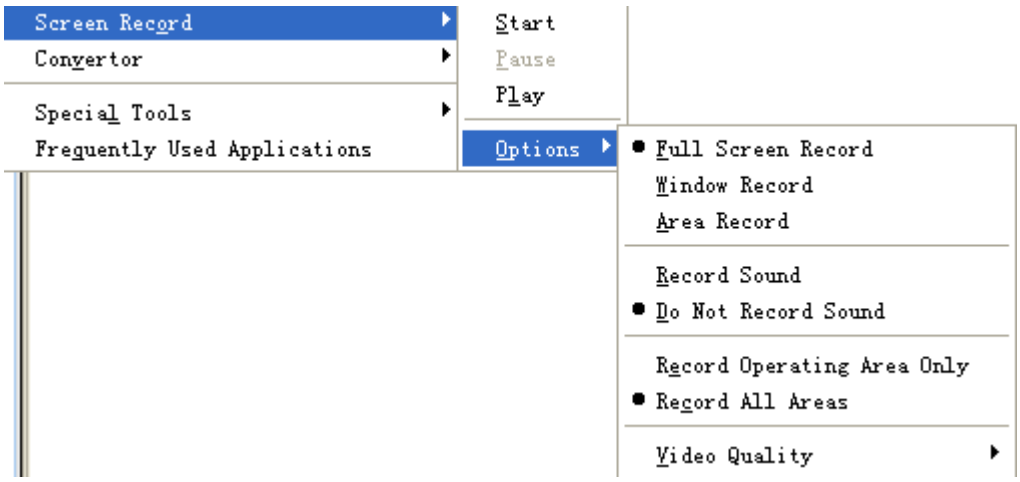
2. Four ways to capture a screen":
1) To capture a full screen: click *"Full Screen Capture"* to capture the whole screen;
2) To capture a window on screen: click *"Window Capture"* button on the toolbar, select the window you want to capture, and click the window;
3) To capture a rectangle screen area: click *"Area Capture",* then press and drag the cursor to define the rectangle area you want to capture;
4) To capture a freehand area: click *"Freehand Capture"*, then press and drag the cursor to freely define the area you want to capture.

3. Before capturing screen, you can click to select the inserting method of the captured screen. You can select "Insert to current page" or "Insert to new page".
After you capture the screen, the system will insert the captured image to relevant page according to the inserting method you select.

11.1.7 Screen Record and Playing

IQBoard Software provides 3 ways to record the actions you take on the interactive screen, including Full Screen Record, Area Record, and Window Record. You can also record sound simultaneously. The recorded file can be saved in AVI format, and can be converted to WMV, SWF (FLASH file), or EXE formats. You can play the record using Returnstar Player or other media players, such as Windows Media Player.

1. Three ways to get Screen Record function:
1) Click *"Tools > Screen Record"* on Menu Bar, and select from "Options" the recording style you want. The picture is as follow:

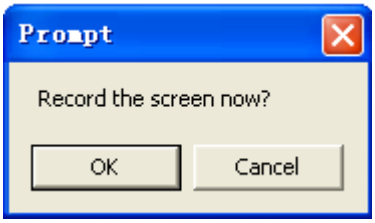


2) Click on Assistant Tools toolbar, the Screen Record toolbar appears as follow:

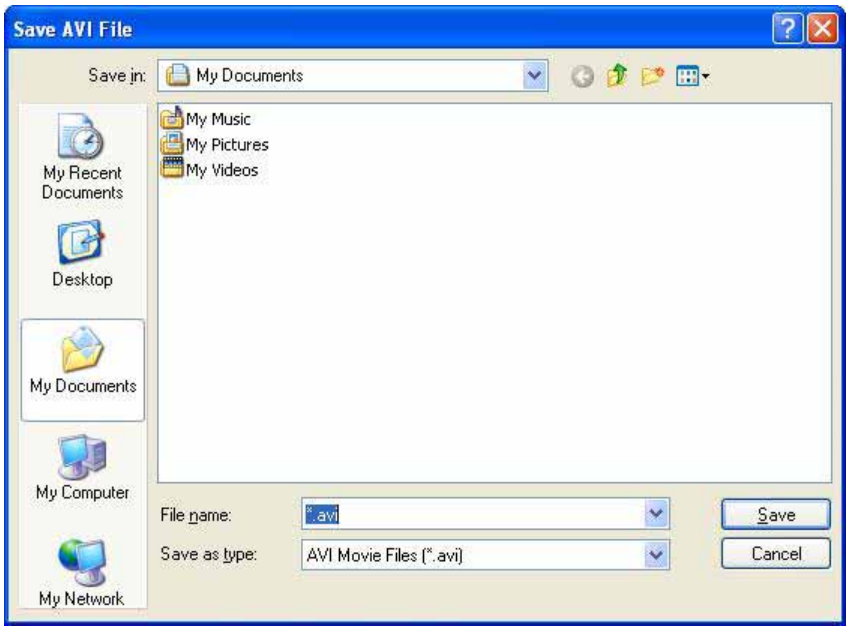
3) Click on Floating Tools toolbar, the above Screen Record toolbar appears upright.

2. How to record a screen:
1) Before starting recording, you can click on the Screen Record toolbar to select the recording style you want.

2) Click , a Prompt window appears, click *"OK"*, then the file saving window appears.



3) Determine the file name and path, then click *"Save"* to start recording.



In case you have selected *"Full screen record",* IQBoard Software would record the entire screen;
In case you have selected *"Window record",* select the window you want to record, and click the window;
In case you have selected *"Area record"*, press and drag the cursor to define the area you want to record.

4) During recording, you can click to pause your recording; and you can click to finish the recording.

3. How to play the recorded screen:
After you finish recording, the Returnstar player will automatically appear for playing the recorded screen. You can also click on the Screen Record toolbar to manually start the player. And then click on the player to play it.

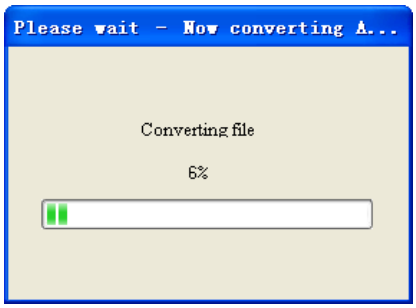
> ***Note:*** *You can use other player, such as the Windows Media Player to play the recorded video files.*

4. How to convert the video format

1) To convert the recorded AVI file to SWF format:

Click on the Screen Record toolbar, then Select *"AVI to SWF"*, SWF Converter window appears as follow:

Open the AVI file you want to convert by clicking *"File"* on *"SWF converter"*, click button on the converter window or select *"Convert to SWF"* in the pulldown menu of *"File"*, enter the name and path of the SWF file, the converting starts;



When the converting is finished, the software will prompt the success of converting, click *"Ok"* to complete the converting.

2) To convert the recorded AVI file to WMV format:
Click on the Screen Record toolbar, then select *"AVI to WMV"*, WMV Converter window appears as follow:

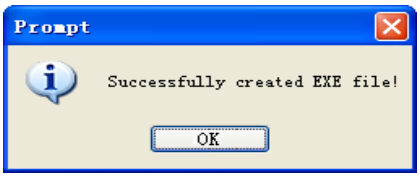
Open the AVI file you want to convert by clicking *"Browse"* button at *"Original file"*, then click *"Browse"* at *"Output file"* to select an address for saving the WMV file. Then you can click *"Start converting"* to start the converting.
When the converting is finished, the software will prompt the success of converting, click *"Ok"* to complete the converting.

3) To convert the SWF file to EXE format:

Click on the Screen Record toolbar, then select *"SWF to EXE"*, Flash to EXE Converter window appears as follow:

Click *"Open Flash file"* button to open the SWF file you want to convert, then click *"Convert to EXE file"* to start converting;

When the converting is finished, the software will prompt the success of converting, click *"Ok"* to complete the converting.

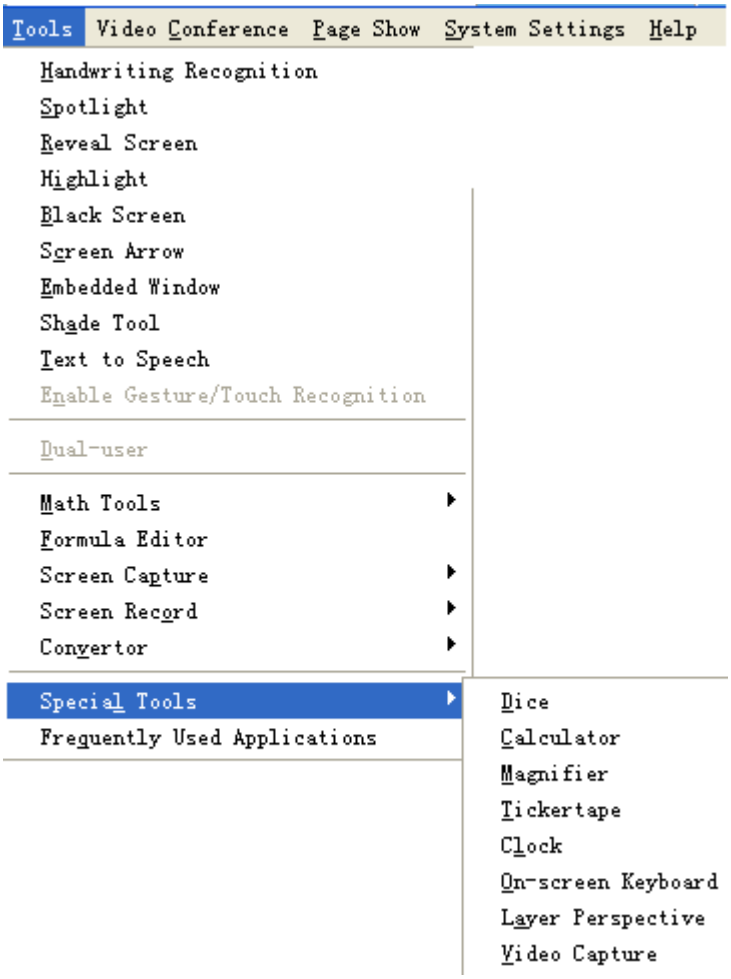


11.2 Special Tools

IQBoard Software also provides some useful tools, including Dice, Calculator, Magnifier, Tickertape Scrolling, Clock and On–Screen Keyboard, Layer Perspective, Video Capture.

11.2.1 How to Get Functions of Special Tools

1. Click *"Tools > Special tools"* , select corresponding tool from the submenu; please see the picture as follow:

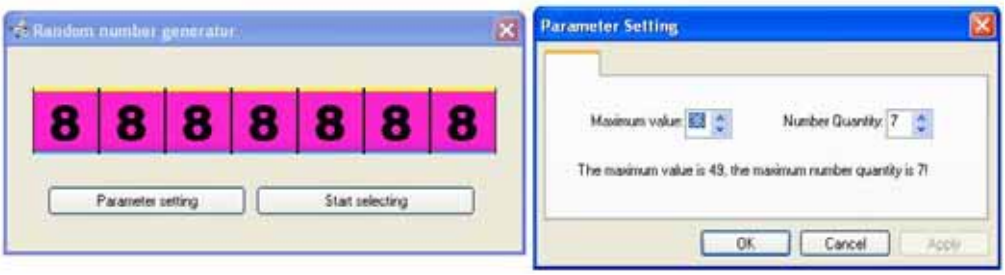


2. Click on Assistant Tools toolbar, then select corresponding tool from the Special Tools toolbar as follow:

3. Click on Floating Tools toolbar, then select corresponding tool from the Special Tools toolbar displaying upright.

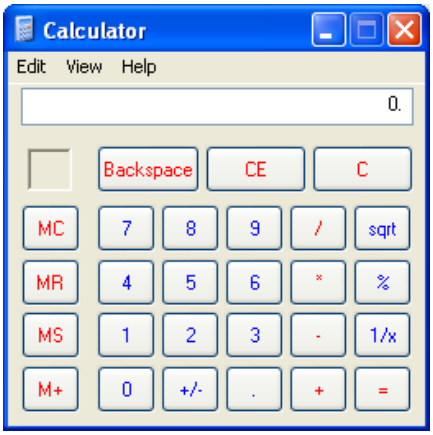
11.2.2 Dice

You can use Dice to generate 1-7 random numbers. And you can click *"Parameter setting"* to set the maximum value and the number quantity. And then click *"Start selecting"* to generate random numbers. The picture is as follow:



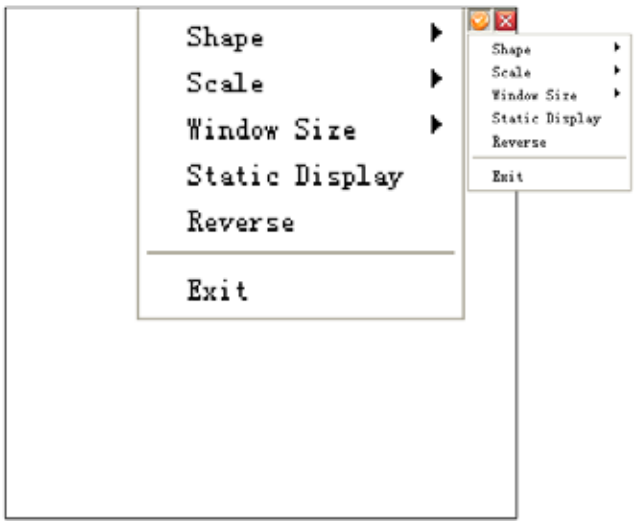
11.2.3 Calculator

IQBoard Software provides a Calculator for performing mathematical calculations.



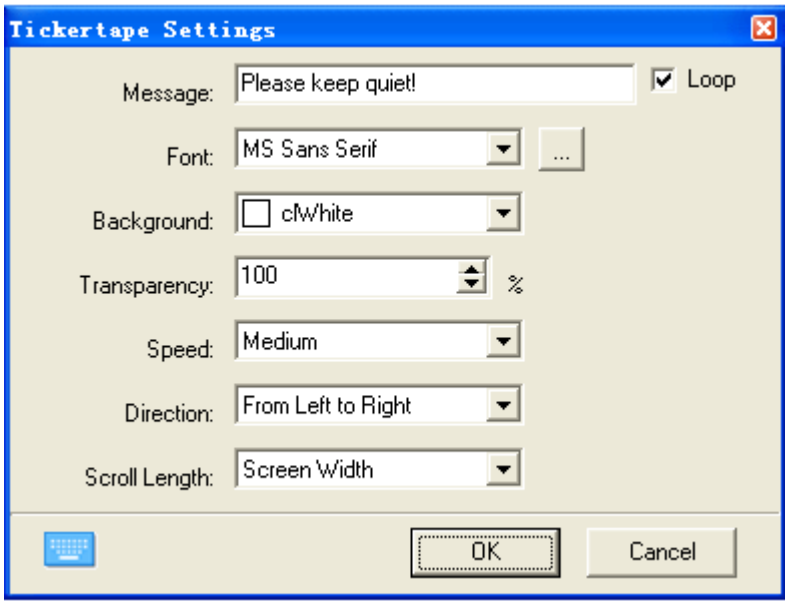
11.2.4 Magnifier

Magnifier can easily magnify areas of the screen. You can click or right-click the magnifying window to change the Magnifier Properties, such as magnifying shape, scale, window size, and etc.



11.2.5 Tickertape Scrolling

You can create tickertape scrolling on screen to prompt message. Tickertape Settings window appears as follow:



You can change the properties if necessary; click *"OK"*, the prompt message scrolls from left to right at the bottom whiteboard page as follow:

Click the tickertape on screen, a toolbar appears on the screen.

The functions of each icon are as follows:

Move tickertape, the displaying position can be moved as you like;

Enter Tickertape Settings window and change properties you want;

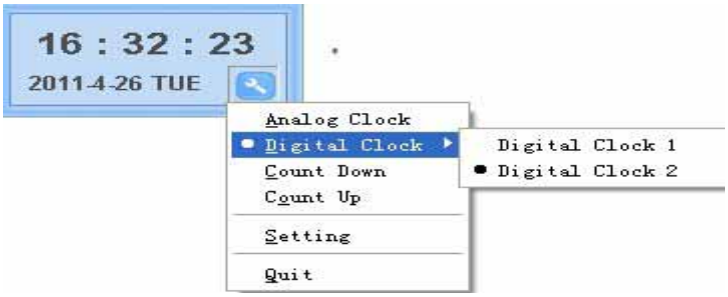
Lock or unlock the tickertape position;

Close tickertape.

11.2.6 Clock and Timer

The Clock tool allows you to display a clock or a counter on the screen.

Click on the bottom right to customize the Clock, as follows:



Clock styles

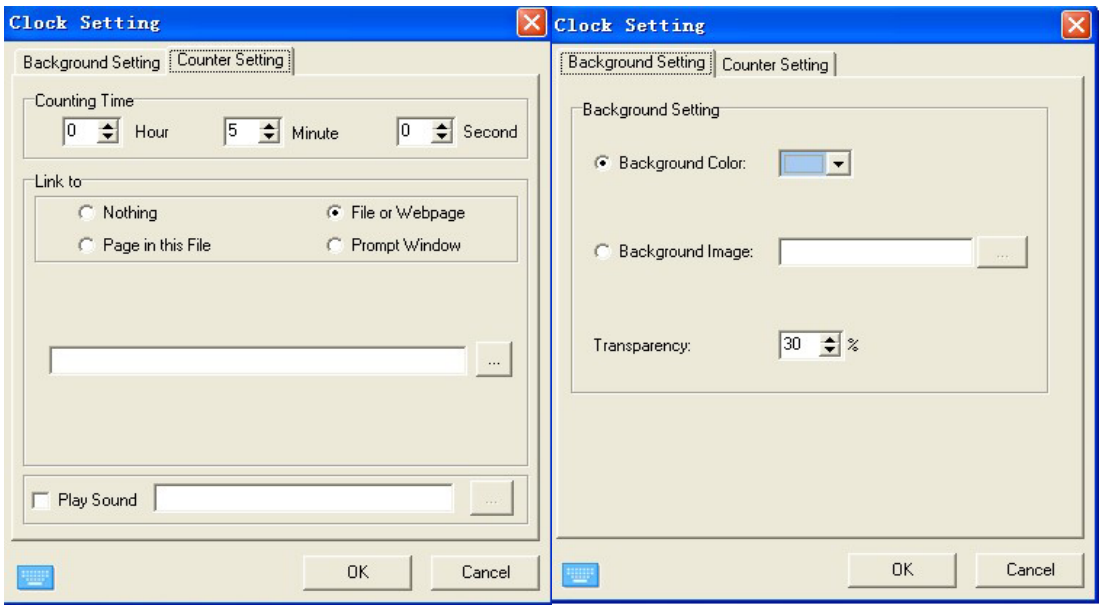
Analogue Clock

Digital Clock 1

Digital Clock 2

Timer

Count Down/Up: Display a digital counter. The counter will count down from or up to the time entered in Counter Setting window as follow. When you select one of the counters and define the counting time, the counter will start counting automatically when it appears on screen. Click on button to temporarily stop and resume counting. Click on button to end and restart counting. You can set an automatic link to nothing, file or webpage, board page, or prompt window after the counting. You can also set sound for the clock.

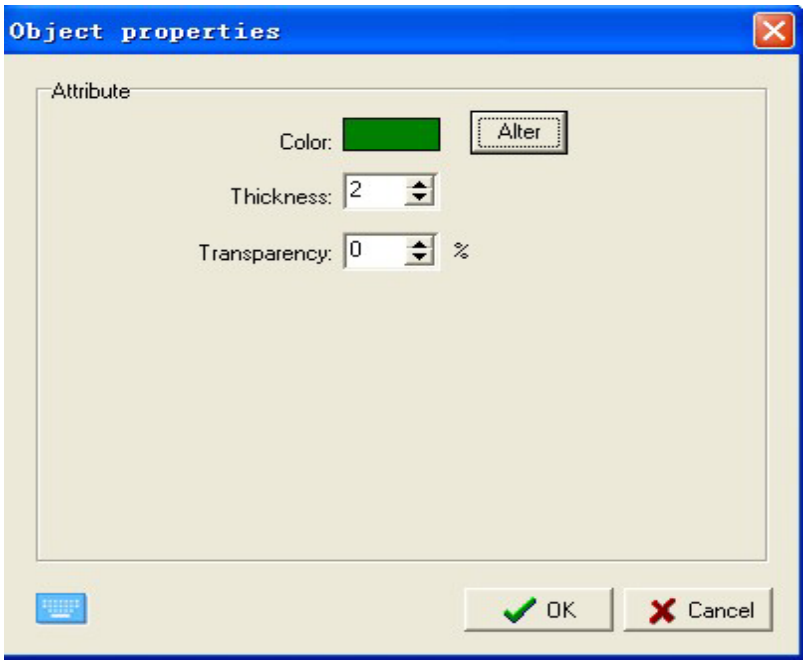


Clock Setting

Click *"Setting"* on the popup menu to open the Clock Settings window, which includes Background Setting tab and Counter Setting Tab.

11.2.7 On–screen Keyboard

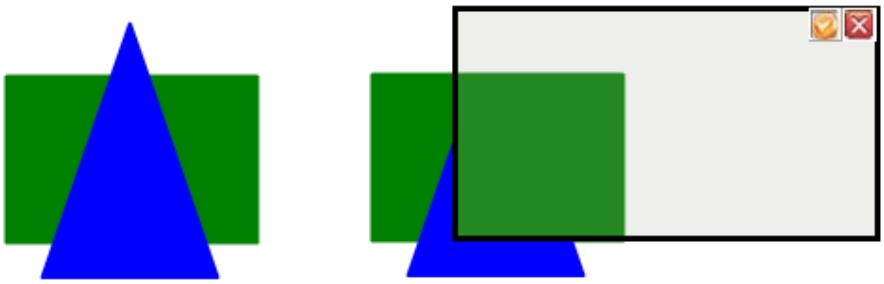
On–Screen Keyboard is a virtual keyboard on the screen that allows you to type and interact with your computer directly on the interactive whiteboard. For getting this function, besides the ways similar to other Special Tools, an additional way is to right-click any object and select "Properties", Object Properties window appears as follow, and then click at the lower left corner.



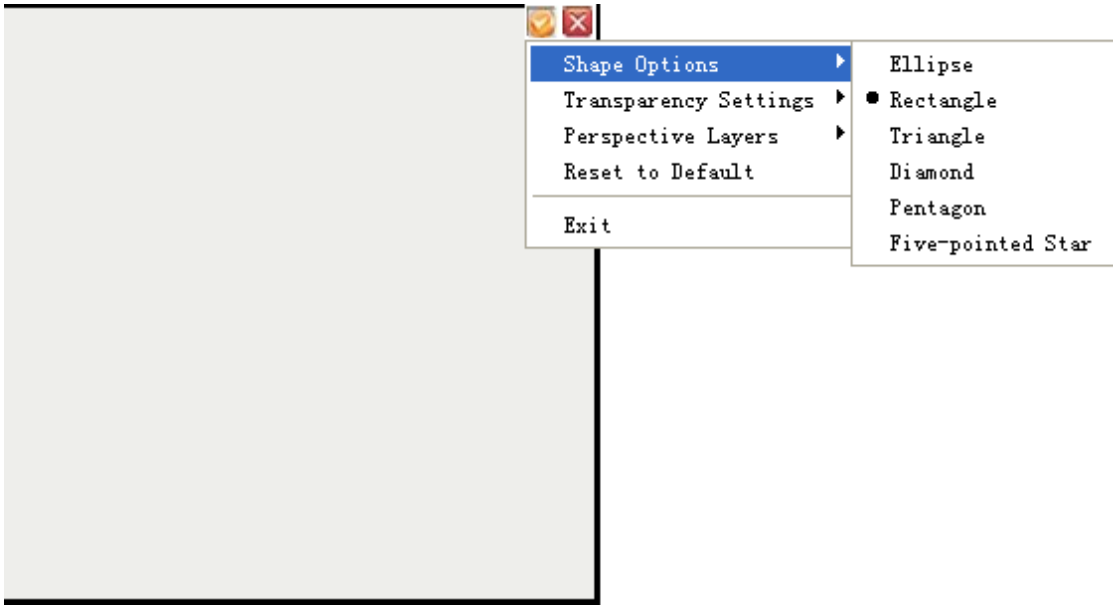
11.2.8 Layer Perspective

With Layer Perspective, perspective of multiple objects layers and display of the below object or image can be achieved.

Operation guide:
1) After getting the Layer Perspective, move it onto the superimposed layers as the following picture:



2) By default, the perspective layer(s) number is one layer; but you can right-click the tool or click at top right to set the shape, transparency, and perspective layers.



11.2.9 Video Capture

With Video Capture, the connecting camera or DV video can be displayed. And you can capture the video onto the board page.
Operation guide:

1) Click on the Video Capture window as above, the connecting camera or DV video will be displayed on the software. And you can click to set the resolution of the video.

> ***Note*** *: If there are several cameras and DV videos connecting to the computer at the same time, you can change the video source.*

2) You can choose to insert the captured video to current page or new page;
3) After setting, click to start the capture.

11.3 One-key Wizard: Close and Minimize Current Window

Click on the Floating Tools toolbar to close current window.
Click on the Floating Tools toolbar to minimize current window.

> ***Note:*** *By default, these two icons are not on the Floating Tools Toolbar, you can customize the Floating Tools Toolbar in System Settings>Toolbar on Menu Bar.*

11.4 Quick Access to Frequently Used Applications

With Frequently Used Applications, you can get quick access to any external program and file.

Operation guide:
1. Click *"Tools> Frequently Used Applications"* on Menu Bar or
2. Click on Assistant Tools toolbar or
3. Click on Floating Tools toolbar.

The Application toolbar appears as follow (displaying IE Program by default):

Then click a shortcut icon on the toolbar to directly open the external program or file.

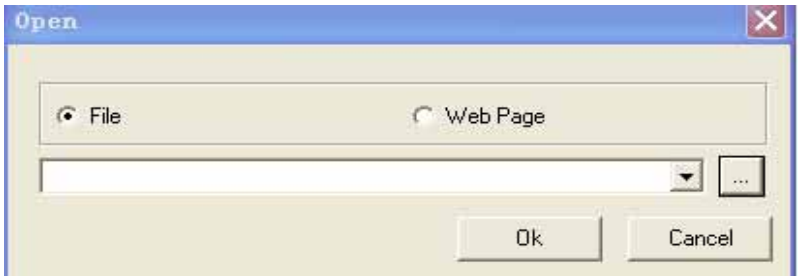
Meantime, you can click to add and delete any application.

11.5 Embedded Window

With Embedded Window , you can embed office documents (doc, xls, ppt, docx, xlsx, and pptx） to board page and can edit them as well.

Operation guide:

1. Click *"Tools>Embedded Window"* on Menu Bar or click on Assistant Tools toolbar or click on Floating Tools toolbar;
2. Move the cursor to the position you want to embed and single click it. Open window appears as follow:



3. You can select a file or webpage you want to open, and then click "OK", your selected file or webpage will be embedded into the board page.

4. Click the icons at the bottom for corresponding operation:

Open		To reopen the file or webpage you want to embed.

Read		To read the file or webpage you have opened.
Play		To play the opened file.
Pause		To pause current playing.
Stop		To Stop current playing.
Save		To save word and excel revised by current user.
Zoom in		To zoom in the opened office document or webpage.
Zoom out		To zoom out the opened office document or webpage.
Maximize		To Maximize the window.
Restore		To restore the maximized window to original.
Close		To close the embedded window and it will display on the board page as an object

Note: *For windows XP, you need update to IE7 for zooming in/out the webpage.*

11.6 Shade Tool

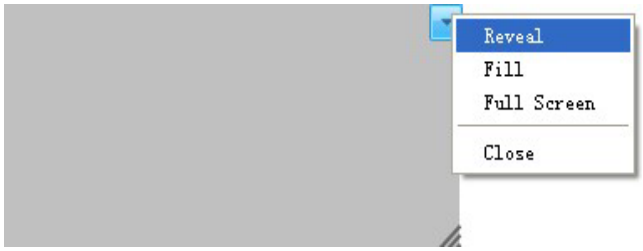
With Shade Tool, you can shade some content on the board page. Sometimes it's useful in teaching or demo.

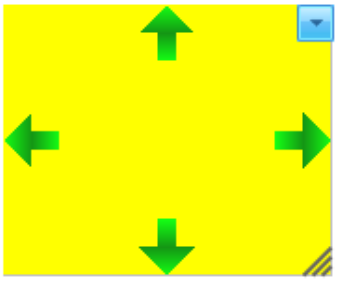
Operation guide:

1. Click *"Tools>Shade Tool"* on Menu Bar or click on Assistant Tools toolbar or click on Floating Tools toolbar to get Shade Tool;

2. To drag a rectangle to shade the content on the board page, you can change the shading size by clicking the rectangle and holding on to move it or clicking the drag button at lower right corner and holding to move it.

3. Right-click the Shade Tool, you can set its display effect by selecting “Reveal” or “Fill” or “Full Screen”





4. To close the Shade Tool, you can double click it or select “Close” at the right-click menu.

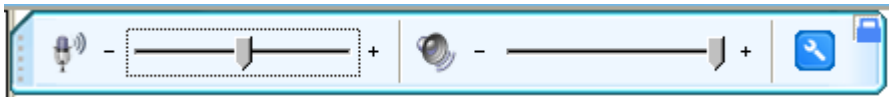
> ***Note：****Several shade tools can be embedded into the same page; the shading tool cannot shade floating windows including video, flash, embedded window and gif dynamic image.*

11.7 Text to Speech

With Text to Speech tool, the text on the board page can be read with voice.

Operation guide:

1. Click *“Tools>Text to Speech”* on Menu Bar or click on Assistant Tools toolbar or click on Floating Tools toolbar to get the function. A setting toolbar appears as follow:



2. Move the cursor to the text you want voice reading and click the text, voice reading of the text begins. By default, the text is read in Chinese. You can click on the above setting bar to change from Chinese to English. And you can adjust the reading speed and volume .

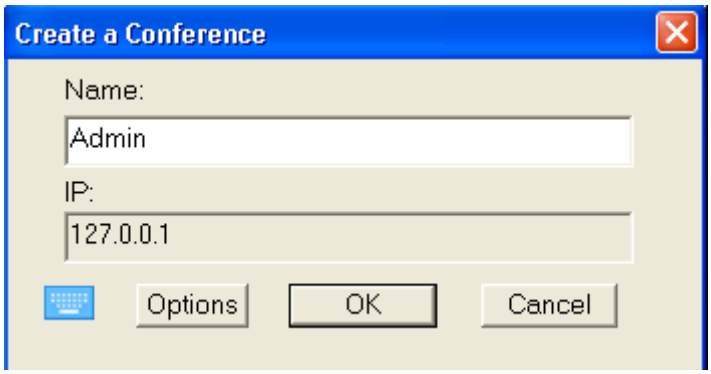
Chapter12 Video Conference

Video Conference can bring people at different sites together for a meeting as if they were in the same meeting room. With this function, all kinds of real-time interactive features such as video conversation, screen sharing, voice intercom, and text chat can be achieved.

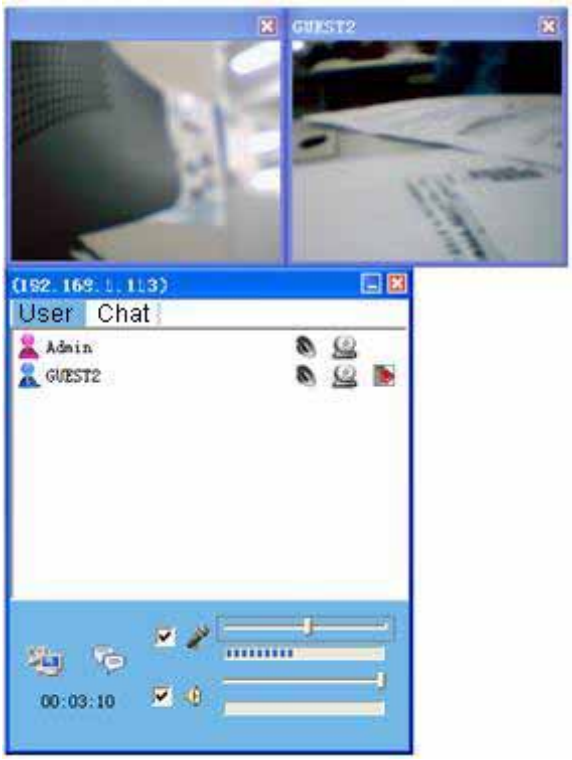
> ***Note：****This function is available only when an IQBoard whiteboard or USB dongle is connected.*

12.1 Create a Conference

1. Select *"Video Conference > Create Conference"* on Menu Bar. Create a Conference window appears, displaying the default "Name" and "IP". You can change the name if necessary, and if you have several IPs, you can select an IP by dropping down at the IP address inputting box. The picture is as follow:

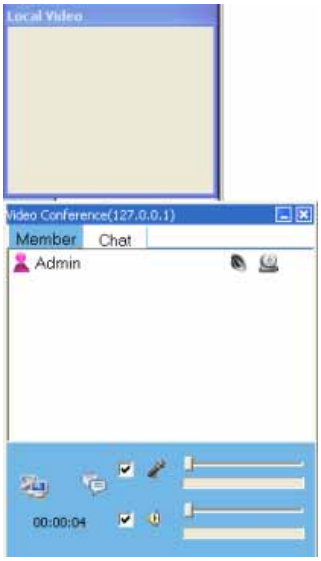


2. On the Create a Conference window, you can click *"Options"* button to select audio input device or video device;
3. Click *"OK"*. The video conference is created. Picture is as follow:



12.2 Join a Conference

1. Select *"Video Conference > Join Conference"* on Menu Bar.
2. Enter User and Sever IP;
3. Click *"Options"* button on the Join Conference window, and set the local IP, audio input device and video device.
4. Click *"OK"*, now you can enter the conference window to join it. The picture is as follow:



12.3 Operations During Conference

1. To hide or show the video window of any participant

After joining the conference, local video window and the conference presenter's video window are displayed automatically on the desktop. You can hide and show any participant's video window by doing as follow:

1) Select the *"User"* tab on the Video Conference window;

2) Click beside the participant's name to alternatively hide or show his or her video window.

2. To share desktops of participants

The participants can share desktops with each other by doing as follow:

1) Select the *"User"* tab on the Video Conference window;

2) Click .

3. To enable and disable microphone and speaker

You can tick and or not to enable or disable your microphone and speaker. You can also use the sliders beside to adjust the volume of microphone and speaker. In addition, you can enable and disable the microphone and speaker by clicking beside the participant's name in the User Tab.

4. To send message to other participants

Any participant can send message to others by doing as follow:

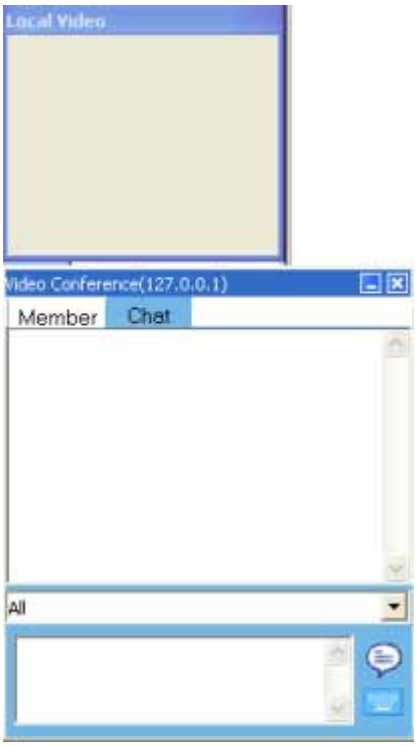
1) Select the "Chat" tab or click button;

2) Select one or all participants to receive your message;

3) Input your message in the text box below;

4) Click to send the message.

Picture is as follow:



12.4 Leave a Conference

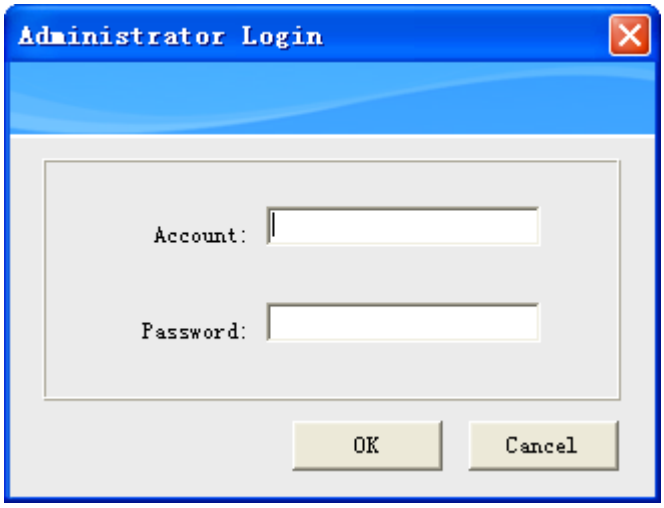
Any participant can click on the top right of the Video Conference window to quit the conference;
Presenter of a conference can force a participant to leave the conference by clicking beside the participant's name in the User Tab.

Chapter 13 User Account Management

If more than one person uses the IQBoard Software with the same computer, you can set up different user accounts so that everyone can keep their information separate and private. The operation is as follow:

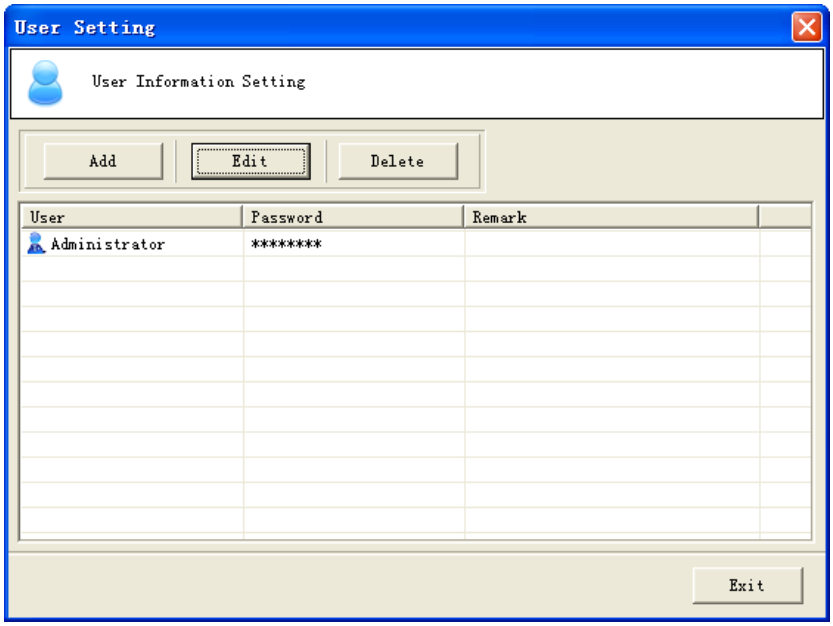
13.1 Login

Click *"Start>Programs> IQBoard Software V5.0>User Account"*. Administrator Login window appears.



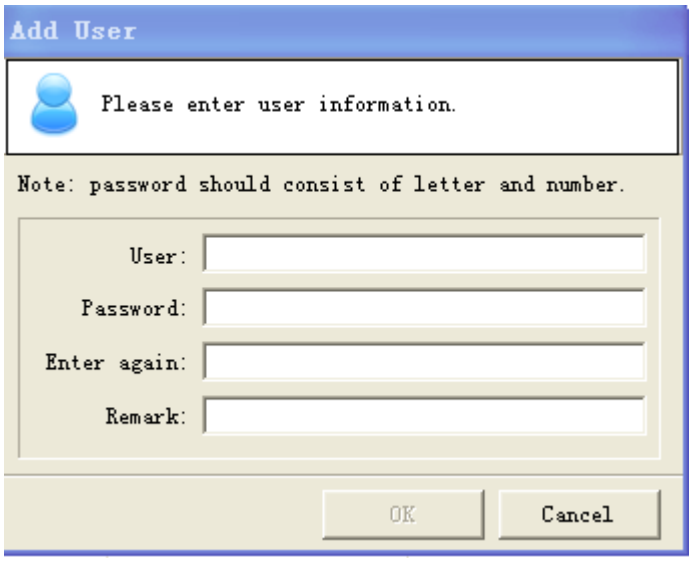
13.2 User Settings

Enter Account name “administrator” (default name) and Password “12345678” (default password), and click *“Ok”*. User Settings window appears as follow:



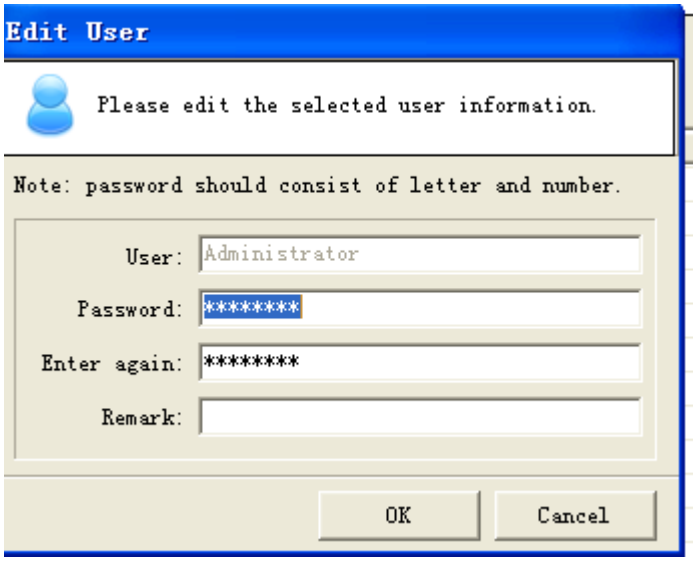
13.3 Add a User Account

Click *“Add”* to add a user account. Please see the picture as follow:



13.4 Edit User Information

Click “Edit” to edit and change the selected user information as following picture:



13.5 Delete a User

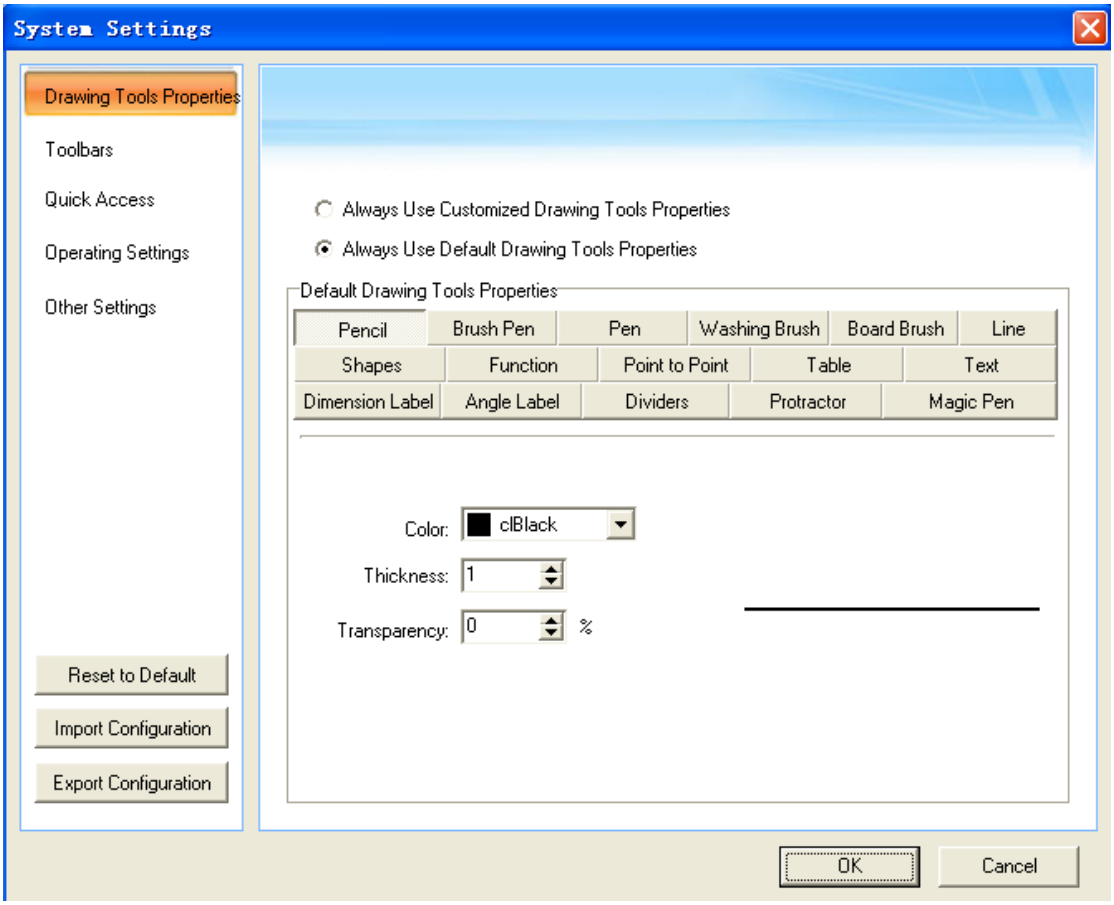
Select an unwanted user and then click *“Delete”* to delete it.

Chapter14 System Settings

System Settings Panel allows you to change the default properties of Drawing Tools, Toolbars, Quick access, Operating setting and Other Settings.

14.1 System Setting Panel

To open System Settings Panel, do as follow:
Click *"System Settings"* on Menu Bar; or click the IQBoard Software taskbar icon at the right lower corner, and then select *"System Settings"* to enter into System Settings Panel.



14.2 Reset to Default

To restore factory settings: click *"Reset to default"* on System Settings Panel.

14.3 Import Configuration

To import setting from a configuration file: click "Import configuration" on System Settings Panel to import the configuration file which was saved before.

14.4 Export Configuration

To export setting to a configuration file: click *"Export configuration"* on System Settings Panel. After you finish all the setting, you can export the setting and save it as a configuration file for later use.

14.5 Customized/Default Freehand Drawing Tool Properties

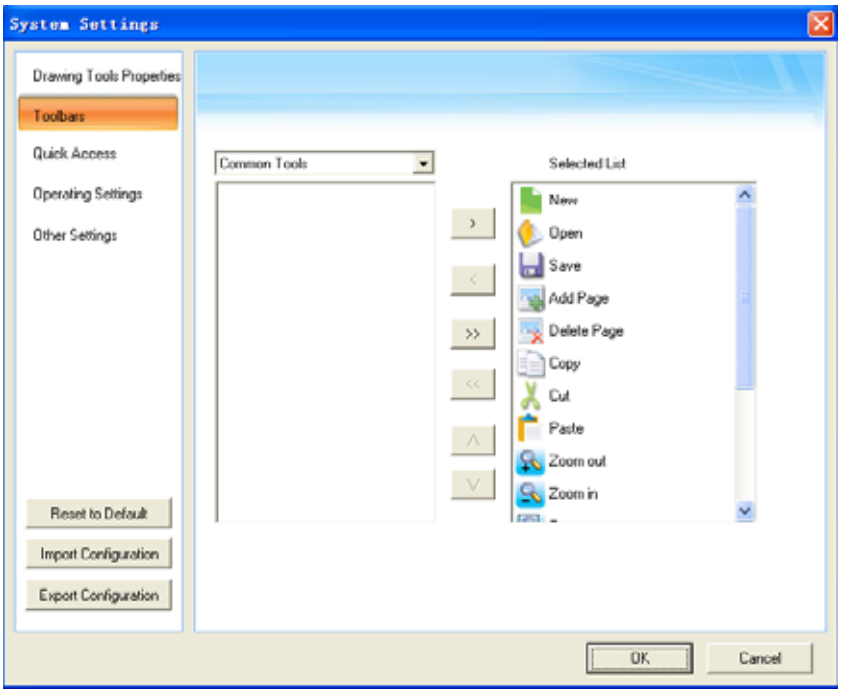
To customize or default Drawing Tools properties:
You can change the default properties of Drawing Tools. You can also select whether to customize or default Drawing Tools properties;

If you choose *"Always use customized Drawing Tools properties"* after clicking *"Drawing tool properties"* on System Settings Panel, every time you restart IQBoard Software, it will apply the properties you customized last time for Drawing Tools;

If you choose *"Always use default Drawing Tools properties"* after clicking *"Drawing tool properties"* on System Settings Panel, every time you restart IQBoard Software, it will apply the default properties for Drawing Tools.

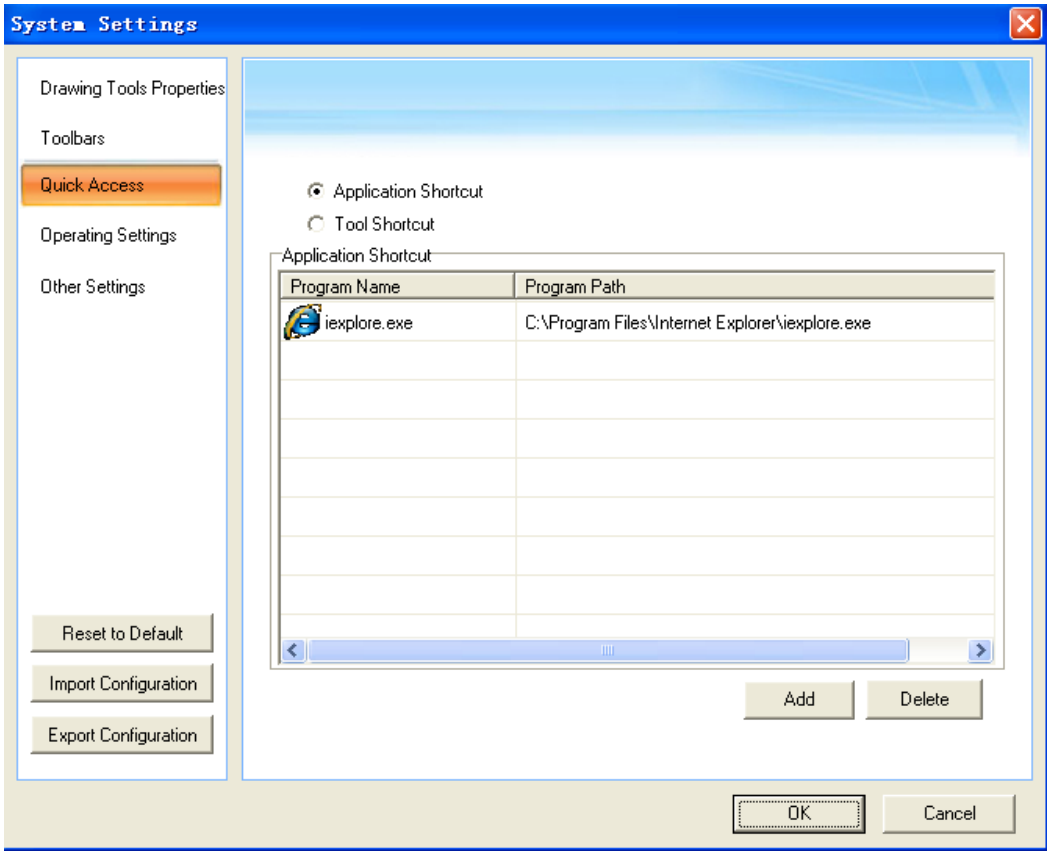
14.6 Toolbar Settings

By clicking *"Toolbars"* on System Settings Panel, you can customize the icons on Drawing Tools toolbar, Common Tools toolbar, Assistant Tools toolbar, Floating Tools toolbar, Resources Panel, and Subject Tools



14.7 Quick Access Settings

By clicking *"Quick access"* on System Settings Panel, you can customize the shortcut icons for frequent used applications and IQBoard Software tools.



14.8 Operating Settings

By clicking *"Operating Setting"* on System Settings Panel, you can do Save Setting, Page Background Setting, Symbol Setting and Auto Group Setting.

Save Settings

1) If you choose "Save Inserted File as Duplicate", the inserted file such as video, Flash, and files opened in embedded window will be saved as duplicate into cdf or cdp resources list;
2) If you choose "Save Inserted File as Shortcut", the inserted file such as video, Flash, and files opened in embedded window will be saved by memorizing the files' location.

Page Background

You can set default background color and default background picture with this function.

Symbol

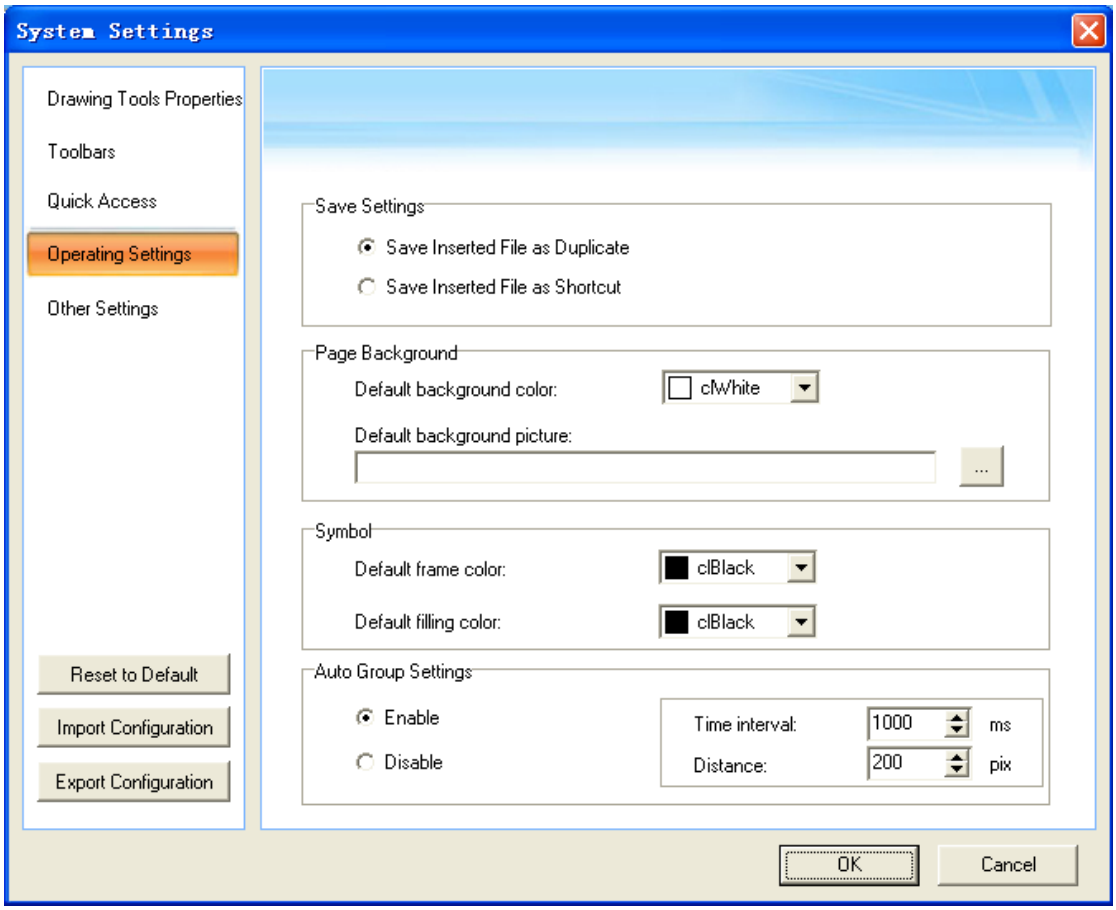
With this function, you can set default frame color and default filling color of the symbol.

Auto Group Settings

If you enable this function, when you draw or write on an interactive screen with Freehand Drawing Tools (including pencil, pen, brush pen, washing brush and creative pen), IQBoard Software will automatically group the objects you create in close proximity, enabling you to interact with these objects as a single object. For example, if you write the letters of a word, IQBoard Software groups the individual letter into a single object, allowing you to interact with the whole word. You can customize the Time Interval and Distance to determine whether two objects will be grouped.

Time Interval: the duration between creating two different objects.

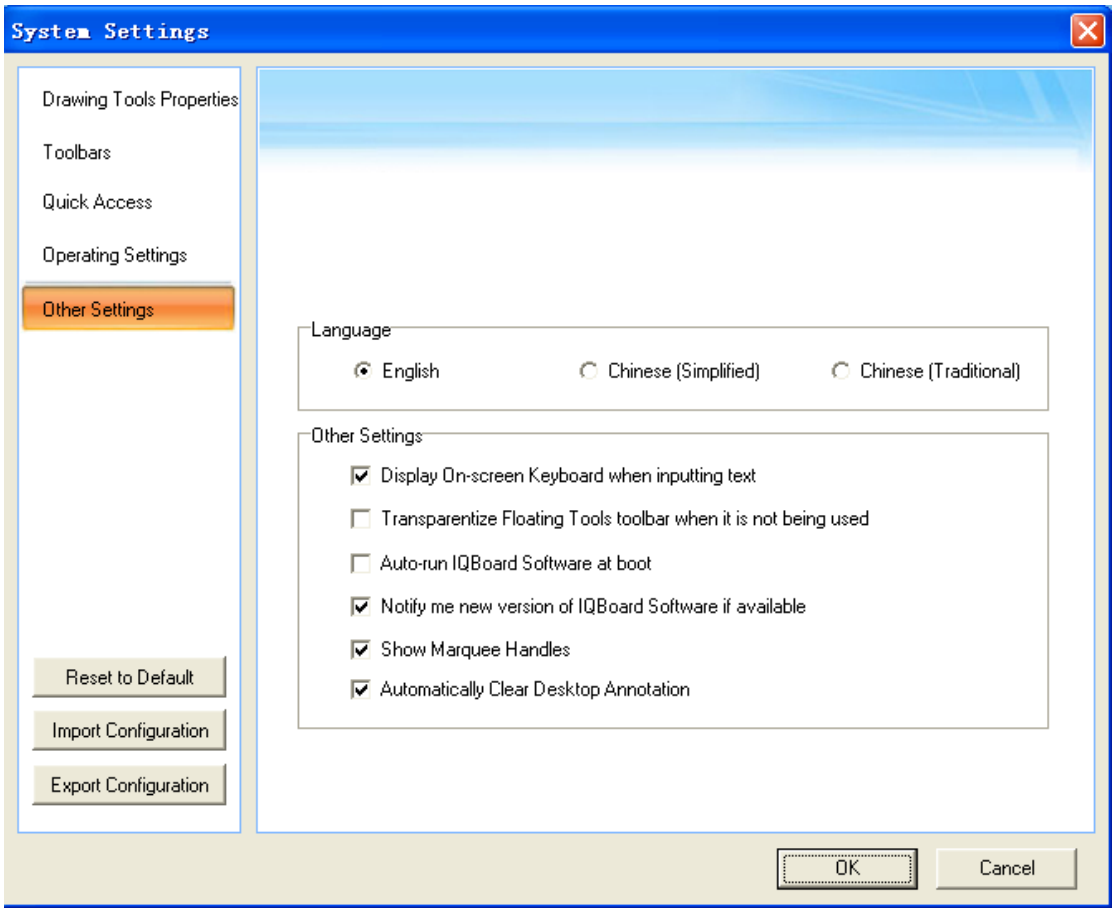
Distance: the intervening space between two different objects.



14.9 Other Settings

By clicking *"Other settings"* on System Settings Panel, you can change the languages

between English, Simple Chinese and Traditional Chinese, and do some other settings for IQBoard Software as the following picture.



Chapter 15 Statement on Version and Update

IQBoard Software is a set of software that will be constantly updated. In addition to the update of Symbol Library and Resource Library, we will continually increase its functions and make some improvement. So we strongly recommend the clients to update the software regularly.

Chapter 16 FAQ

1. While installing the software, the installation interface window is stretched; and meantime, when I start the software, it prompts unwonted error message. What can I do?

This problem will not occur if your computer is in normal use. If it occurs, the main reason is DPI of display is too high. Please right click windows desktop blank and get the *"Properties"* menu, choose *"Settings"* and then *"Advanced"*, change DPI into *"Normal size (96dpi)"* at DIP Setting. Then restart the computer.

2. After using the function of Screen Record, I cannot see some windows in the saved recorded video, such as floating toolbar, the annotating window in Windows Mode. How can I do?

It is because the system only records the operating area by default in order to control the size of video files. If you want to record all windows and the floating toolbar, then before recording please click Screen Record, and then click Options on the secondary toolbar of Screen Record, select "Record all areas".

3. When operating and writing on the whiteboard with the software, the system response is slow, or the stroke is intermittent. What's up?

The computer is not under normal running or the memory is occupied too much. Please close some applications or restart the computer.

Or the operating or writing force is uneven. Sometimes the force is too light to be sensed.

4. When inserting a video file into the whiteboard page and playing it, the video images cannot be displayed, but a black screen there. How to handle it?

1) The video file doesn't exist at all, please select and insert again.

2) The video file has been damaged already, please repair and reinsert it.

3) Hardware acceleration is not enough, please do as follow: right click windows desktop blank, *"properties>Settings>Advanced>Troubleshoot"*, and set "*Hardware acceleration*" from *"None"* to 3rd rank.

5. While using the "Spotlight" tool, the concentrated area cannot be highlighted, what's up?

The reason is the color quality in system is not enough to support this software function, please right click windows desktop blank, get the *" Properties"* menu, select *"Settings"* and then change *"Color quality"* to *"Highest (32bit)"*.

Other questions, please consult our service center or local dealer.